



CONTRACTOR'S

USER MANUAL

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LCPcertified Program Version 1.0.2
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OVERVIEW - The LCPcertified program is designed to capture the payroll information for the Certified Payroll Report (CPR) form required for reporting in your region. As a new user of LCPcertified you should keep in mind the following basic features:

PROJECTS - Projects tab has 2 sub-tabs, Projects and Certifications. Under the Project sub-tab you will Add your New Project(s) to the system, then you're ready to upload payroll records to certify and produce your CPR. The Certification sub-tab will be where you can pull up previously produced CPR's.

PAYROLL RECORDS - You can Enter Records manually, Edit any un-certified payrolls records and Upload Records under this navigation tab.

SET UP - You may manually enter your employee's personal information here if you choose as well as edit what is already there; Change Password and view your Company Information page as well as Add/Edit Additional Users.

ADD/EDIT EMPLOYEE - Is the selection for employee Setup; NOTE that if you are using the upload method, employee setup will populate you may edit this information or add to as necessary.

COMPANY INFORMATION - Keeping this information current will help you with customer support and having a complete submittal of the CPR.

ADD/EDIT RATE SHEETS – LCPcertified maintains the State of California Prevailing Wages. You can set the system to check against the bid ad date and county of your project. For those not using CA State Rates and those outside the State, you may wish to add your rates to system. This will give you a double check when you upload your payrolls and it's checking against those Rate Sheet(s) you entered in the system.

WEEKLY CPR REPORT - The weekly CPR report is completed through the following process – Upload your weekly Payroll Records (or you may manually enter); Check for error notices the system has created, correct the problems and complete the Certification process to Produce your report.

NOTICES /WARNINGS - This section presents a list of payroll records that the system found problematic. There are Data Completeness /Omissions (missing data in fields - Notices) as well as Wage Verification /Errors which check that the dollar data in the payroll is meeting the wages loaded if you added and assigned a rate sheet. (Warnings).

CERTIFICATIONS - This section presents a process for you to formally complete your CPR so that you may print out the report along with the Statement of Compliance (SOC) unique to your region. You will also use this section to Purchase Credits for reports you need to produce.

PRINTING CPR REPORTS - The best way to print CPR reports is to follow this click pattern – PROJECTS section; sub-tab Certifications; choose your project from drop down and then you will see all those CPR's that you have produced through the LCPcertified system.



The rest of this manual presents a “How To” for each feature of LCPcertified. An explanation of the checking rules, a trouble-shooting guide and an explanation of the security procedures is also included.

LOGIN PROCESS

Access to the LCPcertified Program is access via the following URL:

<https://prod.lcptracker.net/Accounts/Accounts/Login> or you may go to <http://lcpcertified.com/> and click on the **Log-In** link this will also take you to the login screen.

All you need to access the LCPcertified Program is an access to the Internet, web browser, Adobe PDF reader, a Login User ID and a Password. As you signed up for LCPcertified you created your own User ID and Password, please protect your login information especially your password for security purposes.

NOTE: Anytime you contact LCPcertified support (certified@lcptracker.com or 714-509-5700) no one should ever ask you for your password! All that is needed anytime you contact support is your user id, name, call back number and description of your issue (also note the Project with this issue if you have more than one in the system).

A screenshot of the LCP Certified login screen. At the top is the LCP Certified logo. Below it is a small image of a construction site with a crane. The login form includes a "User ID" label and a text input field, a "Password" label and a text input field, and a checkbox labeled "Keep me logged in". Below the password field is a "Log In" button. To the right of the "Log In" button is a McAfee SECURE logo with the text "TESTED DAILY 04-DEC". Below the "Log In" button is a link for "Password Help" and a link for "Don't have an LCP Certified account? Sign up now". At the bottom of the form is a copyright notice: "© 2003, 2013. LCPTracker, Inc. All Rights Reserved."

The LCPcertified Program’s web based system is accessed via this login screen. In the appropriate boxes enter your User ID and Password than click the **Log In** button. The Main Menu screen will appear with the navigation Menu Bar at the top of the screen. This Menu bar and the processes within LCPcertified are explained in this manual.



PASSWORD HELP

If you have forgotten what your password is, on the login screen, click the Password Help and enter your User ID and email address and submit.



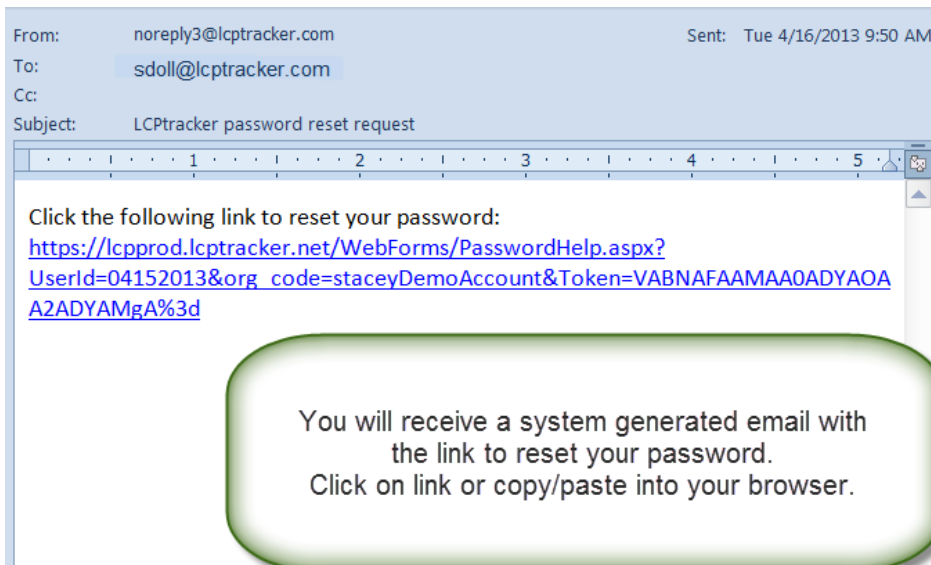
If you have forgotten your password, please enter your user id here and a link to reset your password will be emailed to you at the address registered with your account.

A link to reset your password has been emailed to you

User ID:

Email Address:

Once you have entered your user id and email address and submitted, you will receive a system generated email. You can click on the link to go to the reset password page or you may copy/paste that link into your browser.



Once you have clicked or copy/pasted and gone to the link you will be asked to type in your new password twice and then "Save Password". Please note the Password Rules require at least 6 characters long, contains at least one lowercase letter and one upper case letter.

LCPcertified does recommend that you create a password with the following characteristics – at least 8 characters, contains at least one lowercase and one uppercase letter one number and one special character.

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[eTraining](#)[Support](#)[Logout](#)**LCP CERTIFIED**[Projects](#)[1. Payroll Records](#)[2. Notices](#)[3. Certification](#)[Reports](#)[Set Up](#)**Change Password**

You have accessed LCPTracker either using a temporary password or your password might have expired. Please create a new password before continuing using the system.

Password Rules:

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User id:**New password:****Repeat password:**[I will try later.](#) [Log out](#)**NOTE:**

LCPTRACKER RECOMMENDS THAT YOU CREATE A PASSWORD WITH THE FOLLOWING CHARACTERISTICS:

- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @\$%^&+=

Type in your new password twice and "Save Password"

Now that you have reset your password you will be sent back to the LCPcertified login screen and may now log in.

User ID

Password

☐ Keep me logged in

TESTED DAILY 04-DEC

[Password Help](#)

Don't have an LCP Certified account? [Sign up now](#)

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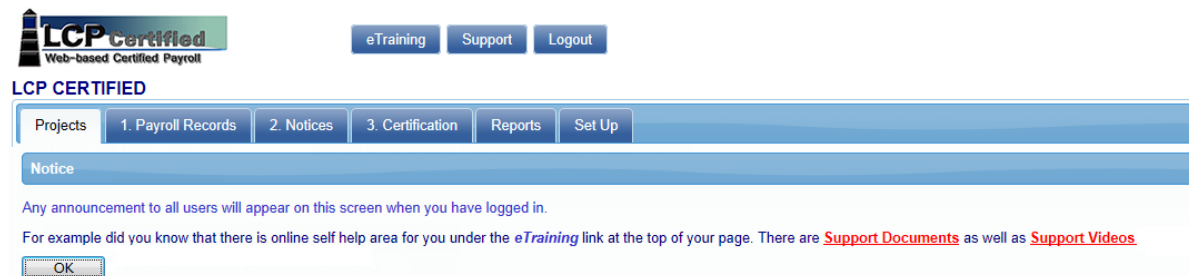


Once you have logged in all the way you will see the following Navigation tabs across your screen



ANNOUNCEMENT PAGE

An announcement page may appear; this announcement page will be used for a number of purposes, for example to notify users of scheduled maintenance or to announce a new feature of the software.



TRAINING OPTIONS

At time of this publication LCPcertified offers two times a week LCPcertified User Training Webinar Class. You can sign up once you log in, go to the **Book Now** and click on. You will be taken to On-line Scheduling System. At the time of this publication LCPcertified User Training classes are offered Mondays at 10:30am and Thursdays at 1:30pm. All times are PT (West Coast). If you are unsure of your time zone you may check online with any time conversation site such as -

<http://www.onlineconversion.com/timezone.php>

Be sure to choose the LCPcertified User Training class.

LCPtracker
On-line Scheduling System
(class times are listed as Pacific time zone)

Sessions LCPtracker Trainers Classes

Choose LCPcertified User Training;

Then choose Monday or Thursday of the **MONTH** calendar;

Then the **weekly** calendar comes up, choose the open times.

Once complete with these choices, system will refresh and show the next screen.

Training Session Locator

Select Type of Admin User Class
Select Type of Admin User Class ▼

Select Contractor Class
LCPcertified User Training ▼

Select Class
LCPcertified User Training ▼

Number in Group
1 ▼

Date
May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select Training Time

	Mon May 12	Tue May 13	Wed May 14	Thu May 15	Fri May 16	Sat May 17
10:30am						
11:00am						
11:30am						
12:00pm						
12:30pm						
1:00pm						
1:30pm						

At this time LCPcertified User Training classes are Mondays @ 10:30 am or Thursdays @ 1:30 pm. All Times PST (West Coast Time).



Once you have walked through choosing the LCPcertified User Training, then the month you wish to take and the day you wish to attend, you will then be given the time calendar for that week, choose the time, and it will refresh giving you the following screen. You need to tell us if you are a New User or a Returning User.

LCPtracker

On-line Scheduling System

(Note: All class times are listed as Pacific time zone)

Home Training Sessions LCPtracker Trainers Classes

Selected Training Session

Location LCPtracker
LCPtracker LCPcertified User Training
Trainer
Class LCPcertified User Training
Date Monday, May 12, 2014
Start Time 10:30 a.m.

Please complete the following information.

Are you a new or returning user?

☐ New User ☐ Returning User

Choose one -

Are you a New User (if never taken a class before, then yes);
Returning User (need a refresher, it's been a while then yes).

New User or Returning User will define what you will have to fill out before you can continue.

Please complete the following information.

Are you a new or returning user?

☒ New User ☐ Returning User

New User

* Indicates required field

* First Name
* Last Name
* Company
Address
City
State
Zip Code
Daytime Phone
Evening Phone
Cell Phone
* E-mail

Fill in fields. Highlighted fields are required fields, then continue.

Please let us know anything about you that will help during your appointment (optional)

Continue

Please complete the following information.

Are you a new or returning user?

☐ New User ☒ Returning User

Returning Users

If you already have an account, log in with your Email below.

E-mail

Returning user, enter your email anything you would us to know and click continue.

Please let us know anything about you that will help during your appointment (optional)

Continue



Once you complete signing-up you may print your confirmation. The system will generate an email to you with the appropriate information needed for logging into the Webinar on the date and time you signed up for.

Selected Training Session

Location LCPtracker
LCPtracker LCPcertified User Training
Trainer
Class LCPcertified User Training
Date Monday, May 12, 2014
Start Time 10:30 a.m.



Your appointment has been confirmed!

We will send you a reminder e-mail prior to your appointment. You may log in at any time to see your existing appointments.

[Print Confirmation](#)

Training Session Activity

Please allow at least 24 hours notice for cancellations

Future Training Sessions

[Show All](#) | [Print All](#)

- Monday, May 12, 2014 10:30 a.m.

[Print](#) | [Cancel](#)
[Export to Calendar](#)

PROJECTS

Upon successful login to the LCPcertified program for Contractors the initial [Projects](#) screen is visible. You will need to Add New Project(s) under the Projects tab and then the sub-tab Projects. This must be completed before any payrolls may be uploaded into the system. ***For those NOT in California or those wishing to enter their own Rate Sheet information into the system for your payrolls to check against, see Add/Edit Rate Sheets section first!***

[Projects](#) | [1. Payroll Records](#) | [2. Notices](#) | [3. Certification](#) | [Reports](#) | [Set Up](#)

WELCOME Kenzie Concrete, Inc. [Sign up for No Charge Web Based Training](#) [Book Now](#)

[Projects](#) | [Certifications](#)

Welcome to LCPcertified

Please add projects then upload payroll. Or add employees under Set Up and enter records in Payroll Records.

Click on the "Quick Start Guide" button to view step by step instructions on how to use LCPcertified. If you do not want to use the quick start guide now, it is always available in the eTraining tab.

[Quick Start Guide - California Users](#)

[Quick Start Guide - Federal and Other State Users](#)

[Add New Project](#)

You will need to add your Project(s) before you can begin uploading. The uploading process may also be used to set your employees up in setup or you may manually enter them.



Under the Projects navigation tab –

1. Click on Add New Project,
2. Add required information (red asterisk fields) and save.

NOTE: You may fill all fields if you wish: Only the red asterisk fields are requirements to save projects in the LCPcertified system. Repeat these steps for any project you need to produce a CPR for; and

3. Choose the proper CPR format you need. Don't worry if you select the wrong one, you can always change this and reprint your weekly CPR for no additional cost (see **EDITING CERTIFICATIONS** section of this manual and for the "Use Rate Sheet" see **ADD/EDIT RATE SHEETS**).

SPECIAL NOTE: Only those in the State of California will see the additional fields "Bid Ad Date" and "Location" as shown in the following example.

Some States may only see one option for CPR format, where others may see several choices. You will only see those available choices based on the state chosen when setting up the project.

The screenshot shows the 'Projects' navigation tab selected. A green arrow points from the 'Add New Project' button to the 'New Project' form. The form contains the following fields:

- Project Name *** (required)
- Project Code *** (required)
- Address 1**
- Address 2**
- City**
- State** (dropdown menu, currently set to CA - CALIFORNIA)
- Zip Code**
- CPR Format** (dropdown menu, currently set to Federal Standard WH-347)
- Bid Ad Date *** (required, with a calendar icon)
- Location** (dropdown menu, currently set to ALAMEDA COUNTY)
- ☐ Use Rate Sheet

At the bottom of the form are 'Save' and 'Cancel' buttons.

Callout 1: You will need to "Add New Project" to system before you can upload your payroll records.

Callout 2: The red asterisk fields are the only fields required in order to save a project. You may however fill in all fields you wish. Once you have information entered, Save

Callout 3: Be sure to choose the CPR Format unique to your region! Be default system shows "Federal Standard WH-37".

SPECIAL NOTE: only State of California will see the Bid Ad Date and Location fields.



Projects 1. Payroll Records 2. Notices 3. Certification Reports Set Up

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Projects Certifications

Project Code	Project Name	Date Assigned	
10142013	KENZIE MOUNTAIN HWY	10/14/2013	Edit
10242012-09242013	Aubrey's Skyscraper	10/16/2013	Edit

Page 1

[Add New Project](#)

The more projects you use LCPcertified for the more projects that you will have showing on your Projects sub-tab.

SET UP

You use the [Set Up](#) function in LCPcertified to do the following functions –

ADD/EDIT EMPLOYEE – enter your employees into the LCPcertified database (if you wish to enter manually); manage employee information as needed. (**NOTE**: for uploading of employee Set Up process see **UPLOADING PROCESS** section of this manual).

CHANGE PASSWORD – Define and maintain password information.

COMPANY INFORMATION – Maintain accurate information about your company and current main contact.

ADD/EDIT ADDITIONAL USERS – Function some may use if needed to have your own additional users.

ADD/EDIT RATE SHEETS - Where you may enter your DOL (Department of Labor) Rates and/or State Rates.

Projects 1. Payroll Records 2. Notices 3. Certification Reports Set Up

Setup Main Menu

[Add/Edit Employee](#) [Add/Edit Rate Sheets](#)

[Change Password](#)

[Company Information](#)

[Add/Edit Additional Users](#)



ADD/EDIT EMPLOYEE

The Add/Edit Employee screen is for the Employee personal Information. You may use the Upload option under the Payroll Records navigation tab to populate your Employee setup. When you use the uploading option the system will create your employees in the Add /Edit Employee screen at the same time you are uploading your first payroll records.

NOTE: There may be notices /warnings on the Payroll Records if certain information is missing from the Add /Edit Employee screen. Simply edit the employee section, manually input the missing information and save. Then resave your payroll records and clear those notices /warnings.

All Users should know how to (1) manually enter employees and/or edit any uploaded information. The top portion of the Add/Edit employee screen (2) will come in convenient after you have certified at least one week of payroll records to produce your CPR Report. You can choose to filter down seeing only those employees that worked a specific project or live within a certain city or zip code.

The screenshot shows the 'Select Employee To Edit' screen. At the top, there's a 'Filter Employee Selection' section with dropdowns for 'Select a Project', 'Select a City', and 'Select a ZIP Code', along with a 'Load Employees' button. A green callout box with a '2' in a circle points to this section, stating: 'The top portion may be used after you have employees in the system to filter down. For example, choosing a Project then clicking Load Employees will give you only those employees you have reported working on that project when viewing the drop down list - Select an employee to edit.'

Below the filter section is a 'Select an Employee' dropdown. A red arrow points to it from a green callout box with the text: 'To Edit an Employee, simply Select an employee to edit from the drop down, update /add or delete the information and Save.'

The main section is 'Add / Edit Employee Information'. It contains various input fields: First Name, Last Name, Address 1, Address 2, City, State, Zip, SSN, Employee ID, Exemptions, Status (ACTIVE), Ethnicity, Veteran Status, Date Hired, Date Fingerprinted, Phone Number, Driver's License State, Driver's License, Worker's Comp Code, Gender (Male), and Hiring Source. A green callout box with a '1' in a circle points to the 'Status' field, stating: 'If you are manually entering your employees into the system the red asterisk fields are absolute required fields for information to save. Remaining fields are optional and may be filled in as you wish.'

Below the main information section is a 'Default Hourly Paid Fringes' section with input fields for Vac / Hol / Dues, Health & Welfare, Pension, All Other, and Training. A green callout box points to this section, stating: 'Default Hourly Fringe is a section you may wish to use. Enter the HOURLY Fringe rates here. When you go to do a payroll record you can use the Calculate Fringes button and system will populate payroll with the totals, based on these hourly values x the hours listed on the payroll record.'

At the bottom, there's a 'Default Other Deduction Notes' section with a text area. At the very bottom are 'Cancel', 'Reset', and 'Save' buttons.



Example selecting a city, then clicking Load Employees will only give you the drop down list of employees that have payrolls that live in that City vs. using no filter where you will see all your employees in the Select an employee to edit drop-down.

Filter Employee Selection

Select a Project
-- All Projects --

Select a City
-- All Cities --

Load Employees

Select an Employee

Select an employee to edit...

BARRON, MARY
BASIL, MIKE
CHAVEZ, EDUARDO
CLINTON, ALEXANDER
CLINTON, JADE
COLLAZO, MARIO
COLLAZO, MARIO IVAN
CRICKET, JIMMY
DIEMEL, JAMES
DOLL, JOSHUA

Not using any filters gives me the entire list of employee I have in my system.

Filter Employee Selection

Select a Project
-- All Projects --

Select a City
Forks

Select a ZIP Code
-- All ZIP Codes --

Load Employees

Select an Employee

Select an employee to...

WA_TRAILS, JANUARY

Default Hourly Paid Fringes

Vac / Hol / Dues Health & Welfare

Default Other Deduction Notes

Default notes will be inserted in each employee payroll record

Cancel Reset Save

Using the Filters will limit what I see in after I click Load Employees then choose Select an Employee.

This example I chose a City and have only one employee that lives there, so I see only that one employee in the Select an employee drop down.

The following is a field by field explanation of the input screen (except the most obvious fields). Fields flagged with a **RED ASTERISK** are required for system to save the employee in setup for manual entry or if you have uploaded and then choose to edit, those fields with the Red Asterisk must have values or the system will not save the changes you made.

(Continue to next page)



Select Employee To Edit

Filter Employee Selection

Select an Employee

Select an employee to edit...

You can expand all sections or one at a time.

▼ Add / Edit Employee Information

First Name * Last Name *

Address 1 * Address 2

City * State * Zip *

SSN * Employee ID

Exemptions ☐ Status Ethnicity Veteran Status

Date Hired Date Fingerprinted Phone Number

Driver's License State Driver's License Worker's Comp Code

Gender * Hiring Source

☐ Disadvantaged
☐ Owner/Operator
☐ I certify that this employee is I9 verified

See NOTE

If you are manually entering your employees the Red Asterisk fields are absolute required fields for information to save.

Remaining fields are optional and you may fill in as you wish.

If you choose upload option in order to create your employee setup and any required information is missing you will see notices / warnings on your payroll records. You will want to come to the employee setup and add the missing information.

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Vac / Hol / Dues Health & Welfare Pension All Other Training

▼ Default Other Deduction Notes

Default notes will be inserted in each employee payroll record

Cancel Reset Save

NOTE: Uploading your data or manual entry, either the SSN or Employee ID field must have value. This will be the unique identifier for each employee. If you so choose not to use SSN and do not have Employee id numbers internally some suggestions are: use last 4-6 digits of SSN using only numbers with no dashes, or perhaps you start your own internal numbering system for employee id numbers. In the future we will be adding more features to the system such as local hiring reports, PLA reporting, Apprentice Ratio reporting, etc. It is beneficial for you to fill in more than the required fields to avoid having to come back to fill in in the future.



Employee ID – Some Agencies want this rather than SSN. Again **No** two employees may have the same employee id number. You will get message from system if you try to enter a number that already exists.

Exemptions – **Optional field**, Some Agencies want this information this would be a number format no letters.

Status – Active / Inactive – all employees you enter and have CPR's will be Active. If you have an employee that retires or quits you may come back here and mark them Inactive. You can NOT delete once you have created a payroll record for the employee. If you make them Inactive *and are* choosing to manually enter your payroll records then they will not show on the drop-down list when you go to enter Payrolls.

Ethnicity – **Optional field**, some Agencies may want this information.

Veterans Status – **Optional field**, some Agencies may want this information.

Date Hired – **Optional field**, some Agencies may want this information.

Date Fingerprinted – **Optional field**, some Agencies may want this information.

Phone Number – **Optional field**, some Agencies may want this information.

Driver's License State/License number – **Optional field**, some Agencies may want this information.

Worker's Comp Code – **Optional field**, some Agencies may want this information.

Electricians License – **Optional field**, some Agencies may want this information.

Hiring Source – **Optional field**, some Agencies may want this information.

Disadvantage – **Optional field**, some Agencies may want this information.

Owner/Operator – To be used if the employee is an owner/operator (independent Contractor) and you may wish to check with the Agency you are going to be sending the CPR report to and ask them for specific direction in this matter.

I9 Verification – **Optional field**, some Agencies may want this information. If the Agency you are going to submit this Certified Payroll too wishes this information you may wish to check this box and that you are I9 verifying your employee(s). If you are unsure here is link to Government Website - www.uscis.gov/e-verify

Default Hourly Paid Fringes (as paid to Fund on behalf of employee)

In this section you enter **hourly rates paid** for fringe benefits paid into funds. This data is used to streamline data entry. Payment to several funds might have to be combined into one field. Some Agencies do not allow this type of entry. You may use this section when entering your employees into setup. The Fringe Benefit Maintenance table may be used in lieu of this section only after you have all other employee information setup and saved in the system.

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)

Vac / Hol / Dues	Health & Welfare	Pension	All Other	Training
3.35	8.75	6.10		1.10



Default Other Deduction Notes

In this section you may enter a note as to any other deductions that may come out of the employee payroll each week. This way you do not have to re-type each week for the employee, system will automatically populate whenever you create a payroll record for the specific employee that the note is for. These notes are required to appear on some state certified payroll reports, it would be beneficial to go ahead and have them entered now to avoid having to edit, add and then reproduce your report.

▼ Default Other Deduction Notes

Default notes will be inserted in each employee payroll record

Garnishment/Child Support or any other regular deduction that comes out of the employees paycheck.

Now that we have gone through the Employee Setup you are ready to Add Payroll Data.

CHANGE PASSWORD

You can change your password at any time. You must follow the password rules – more than 6 characters, less than 20, must contain at least one capital letter and one lowercase letter. LCPcertified recommends that you create a password with the following characteristics – at least 8 characters long, contains at least one uppercase and one lowercase letter, one digit (0-9) and one special character (@#\$%^&+=).

Change Password

Use this form to change your existing password.

Password Rules:

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User id:

sdoll@lcptracker.com

New password:

Repeat password:

Clear Form

Cancel

Save Password

I will try later. [Log out](#)

NOTE:

LCPTRACKER RECOMMENDS THAT YOU CREATE A PASSWORD WITH THE FOLLOWING CHARACTERISTICS:

- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @#\$%^&+=



COMPANY INFORMATION

Company Information is information about ***your own company***; name, contact, phone numbers, email and address. This is initially set by you when you sign up for LCPcertified. You can update this information at any time. There may be some exceptions to this rule. Any fields you do not have permission to change will be shaded.

Add or Edit Contractor Information

Edit Mode

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first.
You can view all the contractors in the system. You can only edit your own data after it has been entered.

Company Name (Contractor) *

SLD_OBEC (PRIME)

Federal Tax ID Number

D-U-N-S Number

Contractor License No. or 10-digit Phone Number *

6836090

Contractor License Expiring Date

Insurance Certificate Number

Specialty License Number

Local Business (City) License

Motor Carrier Permit Number

Worker's Compensation Policy Number

Union Status

Non-Union

☐ Section 3 Business

☐ Non-Construction Contractor

Ethnicity *

Type of Trade

Principal Name

Principal Title

Contact Name *

KRISTINE HAMBURG

Phone Number *

541-555-5555

Contact Fax

Contact E-Mail * (Login information will be sent to this email address)

sdoll@lcptracker.com

Address 1 *

6500 Highway 123 North

Address 2

City *

CANBY

State *

OR

ZIP Code *

97401

Standard Hours Per Day *

0.000

Standard Work Week Hours *

40.000

Pay date is 21 calendar days after week end date.

Notice enforcement

ENFORCE

Contractor Status

☐ Owner Operator

☐ Use Overtime Round Factor for Payroll Validation

Click here to obtain a free D-U-N-S number

<http://fedgov.dnb.com/webform/displayHomePage.do>

User ID

6836090

Business Certifications

Certification *

Select Certification

Certifying Agency *

Select Certifying Agency

Issued Date

Expiration Date

Notes

Add Certification

Cancel

Reset Form

Save



ADDING ADDITIONAL USERS TO YOUR ACCOUNT

Contractors, you may add your own additional users. If you have an assistant or hire someone to help you, you as the main user may go into LCPcertified and add your own additional users. The only differences between you and the Additional user you add to your system, is that they will only see the Add/Edit Employee and Change Password under the Set Up navigation tab.

ADD/EDIT ADDITIONAL USERS

Only the main user id to the account can go in and add the additional users at this time.

When you go into Add/Edit Additional User, if you click on the drop down you will see, 'you' the original user id, this cannot be changed, you may add your direct phone number if different than the company setup, or perhaps a cell number. The original user contact information is under the Company Information page and if user will be changing it is suggested that you update the Company Information page (see **SETUP**, choose Company Information to edit the contact name and email).



To add the additional user(s) you need, edit those you have created or delete anyone you created that no longer needs or should have access all this will be completed under the Set Up Navigation tab and choose Add/Edit Additional Users.

When you enter the email address of the user, be sure that it is correct. This is the address that the system will send the user id & temporary password to. You may also Edit an additional user information or delete anyone you previously entered from this screen.

The screenshot shows the 'Add / Edit Contractor Logins' form. It includes a dropdown for 'User' (set to 'Select a user to edit'), an 'E-Mail' field (KENZIE@KENZIECONCRETE.COM), a 'Name' field (Kenzie Diamond), a 'Phone' field (714-669-0052 x103), and a 'User Role' dropdown (set to 'Manager'). There are 'Cancel', 'Reset Form', and 'Save' buttons. A green callout box points to the form with the text: 'To Add an additional user, enter their E-Mail address, Name, Phone (if you wish); and choose their Role and Save'. Another green callout box points to a 'Results' dialog box that says 'Saved!' with an 'OK' button, with the text: 'System will give you a Saved message'.

Once the additional user receives his/her log in information they can log into the system. As with all new users, the system will require them to change that temporary password.

The screenshot shows the 'Change Password' screen. It has a navigation bar with 'Projects', '1. Payroll Records', '2. Notices', '3. Certification', 'Reports', and 'Set Up'. Below the navigation bar is a 'Change Password' section. It includes an information icon and text: 'You have accessed LCPTracker either using a temporary password or your password might have expired. Please create a new password before continuing using the system.' Below this is a yellow box with 'Password Rules':

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

The 'User id' is KENZIE@KENZIECONCRETE.COM. There are 'New password:' and 'Repeat password:' fields, both masked with dots. There are 'Clear Form', 'Cancel', and 'Save Password' buttons. A green callout box points to the password fields with the text: 'Type in your new password twice and "Save Password"'. At the bottom, there is a 'NOTE' box with text: 'LCPTRACKER RECOMMENDS THAT YOU CREATE A PASSWORD WITH THE FOLLOWING CHARACTERISTICS:

- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @\$%^&+=

'.



ADD/EDIT RATE SHEETS

For those users outside the state of California and those within the state that are not using State Wages, you may wish to add your rate sheet(s) to the system, so each time you upload your payrolls you will have the proper wages in the system for your payroll records to check against. Adding Rate Sheet(s) is not mandatory; however to better assist you with having a double check of your payrolls, you may wish to consider entering them in the system.

CALIFORNIA STATE RATES – LCPcertified/ LCPtracker Data Wage Team maintains the California State Rates. It is extremely important when entering your Project(s) that you enter the correct Bid Advertisement Date and County. This will 'tell' the system the wage determination and county to check the rates against. If you receive notices/warnings on wage rate issues and wish to discuss, contact LCPcertified Support at 714-509-5700 or email to certified@lcptracker.com. Always include your User id, your name, call back number as well as what project the issue is for. We will investigate and respond to your inquiry.

In order to load your wages into the system you will need to obtain the following information, regardless of using your local wages or Davis-Bacon (<http://www.wdol.gov/dba.aspx>). If you are unsure of the rates being used, you may wish to start by contacting your Prime, Project Manager or the Agency you are producing the Reports for and ask for assistance. Here we have outlined the information you will need to populate your Wage Rate Sheet –

- Construction Type – These descriptions are directly from the DOL website, if you are using your local wages you may have different Types other than what is listed on the DOL lists.
 - Building Construction. Includes construction of sheltered enclosures with walk-in access for the purpose of housing persons, machinery, equipment or supplies; all construction of such structures; the installation of utilities and of equipment, both above and below grade levels; as well as incidental grading, utilities and paving. Such structures need not be "habitable" to be building construction. Also, the installation of heavy machinery and/or equipment does not generally change the project's character as a building.
 - Heavy Construction. Includes those projects that are not properly classified as either "building," "highway," or "residential." Unlike these classifications, heavy construction is not a homogenous classification. Because of this catch-all nature, projects within the heavy classification may sometimes be distinguished on the basis of their particular project characteristics, and separate schedules may be issued for dredging projects, water and sewer line projects, dams, major bridges, and flood control projects.
 - Highway Construction. Includes construction, alteration or repair of roads, streets, highways, runways, taxiways, alleys, trails, paths, parking areas, and other similar projects not incidental to building or heavy construction.
 - Residential Construction. Includes the construction, alteration or repair of single-family houses, apartment buildings of no more than four stories in height. This includes all incidental items such as site work, parking areas, utilities, streets, and sidewalks.

Some contracts or projects may require more than one general schedule to be included depending on the nature and extent of the work.



- General Decision - Other wording used could be Bid Award, Bid Advertisement, Determination
- Modification – also may be known as the Wage Decision Number
- Publication Date; Issue Date; and Expire Date
- Craft and Classification Titles – As example only, Truck Driver Craft, however there are different levels of Classifications – Group 1, Group 2, Group 3, etc. and there could also be Apprentices which may also have different levels (1, 2, 3, etc.). If you have different Classifications that fall under one Craft be sure that the Craft name is identical for each Classification you add.

Example Only –

Craft	Classification
Truck Driver	Group 1
Truck Driver	Group 2
Truck Driver	Group 3

- Basic Rate /Base pay/Basic Hourly rates – the base pay will not include fringes.
- Fringes – Fringe Benefits, even if you are a non-union shop and pay all to employee and have no fringes, you will want to have this information to enter in the Wage Rate Sheet. Do not combine the values and enter all in the Base Pay field.
- Total Hourly Rate – should be equal to the Base + Fringes
- Total Overtime Rate – should be equal to the Base x overtime multiplying factor + Fringes.
- Total Doubletime – should be equal to the Base x doubletime multiplying factor + Fringes.

NOTE: Most areas use the Multiplying factor of 1.5 overtime and 2.0 for Doubletime. We use this as our example. There are some areas that may use a different factoring rate. You can adjust if needed.

Here is an example of a Department of Labor Wage Decision with our notes added to give you an example.

(Continue to next page)



General Decision Number: OR140001 04/25/2014 OR1

Superseded General Decision Number: OR20130001

State: Oregon

Construction Type: Highway

Counties: Oregon Statewide.

HIGHWAY CONSTRUCTION PROJECTS

Modification Number	Publication Date
0	01/03/2014
1	01/17/2014
2	01/24/2014
3	02/07/2014
4	02/21/2014
5	04/25/2014

We are showing you only an example of a Department of Labor Wage Decision Craft /Classification (C/C) and have shown how the math is calculated out.

It is important that you also read any footnotes for your C/C. As this example shows they have "Zones" for Truck Drivers. For this example the "Zone" would be based on the location of the job based on the 'Basepoints' below.

TEAM0037-004 06/01/2013

ZONE 1:

TRUCK DRIVERS (See Footnote C):

Rates Fringes

Truck drivers:

GROUP 1.....	\$ 26.90	13.75
GROUP 2.....	\$ 27.02	13.75
GROUP 3.....	\$ 27.15	13.75
GROUP 4.....	\$ 27.41	13.75
GROUP 5.....	\$ 27.63	13.75
GROUP 6.....	\$ 27.99	13.75
GROUP 7.....	\$ 27.99	13.75

Here we have done the math as if it is for "Zone 1". This would be simply what the \$ values posted are. There is no differential for Zone 1.

Base Pay		Fringes		Total Hourly		Total OT Hrly		Total Double OT
26.9	+	13.75	=	40.65	(base x 1.5 + fringe) =	54.1	(base x 2.0 + fringe) =	67.55
27.02	+	13.75	=	40.77	(base x 1.5 + fringe) =	54.28	(base x 2.0 + fringe) =	67.79
27.15	+	13.75	=	40.9	(base x 1.5 + fringe) =	54.475	(base x 2.0 + fringe) =	68.05
27.41	+	13.75	=	41.16	(base x 1.5 + fringe) =	54.865	(base x 2.0 + fringe) =	68.57
27.63	+	13.75	=	41.38	(base x 1.5 + fringe) =	55.195	(base x 2.0 + fringe) =	69.01
27.99	+	13.75	=	41.74	(base x 1.5 + fringe) =	55.735	(base x 2.0 + fringe) =	69.73
27.99	+	13.75	=	41.74	(base x 1.5 + fringe) =	55.735	(base x 2.0 + fringe) =	69.73

Zone Differential (add to Zone 1 rates):

Zone 2 - \$0.65

Zone 3 - 1.15

Zone 4 - 1.70

Zone 5 - 2.75

Here we have included the math if the job was in "Zone 2". The DOL has a \$0.65 differential note. So you would need to add this differential to the Base pay and in turn your Totals will also go up.

Zone 1 - All jobs or projects located within 30 miles of the respective City Hall

Zone 2 - More than 30 miles and less than 40 miles from the respective City Hall

Zone 3 - More than 40 miles and less than 50 miles from the respective City Hall

Zone 4 - More than 50 miles and less than 80 miles from the respective City Hall

Zone 5 - More than 80 miles from the respective City Hall

Base Pay		Fringes		Total Hourly		Total OT Hrly		Total Double OT
\$27.60	+	\$13.75	=	\$41.35	(base x 1.5 + fringe) =	\$55.15	(base x 2.0 + fringe) =	\$68.95
\$27.67	+	\$13.75	=	\$41.42	(base x 1.5 + fringe) =	\$55.26	(base x 2.0 + fringe) =	\$69.09
\$27.80	+	\$13.75	=	\$41.55	(base x 1.5 + fringe) =	\$55.45	(base x 2.0 + fringe) =	\$69.35
\$28.06	+	\$13.75	=	\$41.81	(base x 1.5 + fringe) =	\$55.84	(base x 2.0 + fringe) =	\$69.87
\$28.28	+	\$13.75	=	\$42.03	(base x 1.5 + fringe) =	\$56.17	(base x 2.0 + fringe) =	\$70.31
\$28.64	+	\$13.75	=	\$42.39	(base x 1.5 + fringe) =	\$56.71	(base x 2.0 + fringe) =	\$71.03
\$28.64	+	\$13.75	=	\$42.39	(base x 1.5 + fringe) =	\$56.71	(base x 2.0 + fringe) =	\$71.03

BASEPOINTS:

ALBANY	ASTORIA	BAKER
BEND	BINGEN	BROOKINGS
BURNS	COOS BAY	CORVALLIS
EUGENE	GOLDENDALE	GRANTS PASS
HERMISTON	HOOD RIVER	KLAMATH FALLS
LAGRANDE	LAKEVIEW	LONGVIEW
MADRAS	MEDFORD	MCMINNVILLE
OREGON CITY	NEWPORT	ONTARIO
PENDLETON	PORTLAND	PORT ORFORD

Example:

If more than 30 miles but less than 40 miles from the City Hall of the town of Portland. This would be a Zone 2, so you would be paying the above Zone 2 table rates which includes the differential value added to the Base Pay.

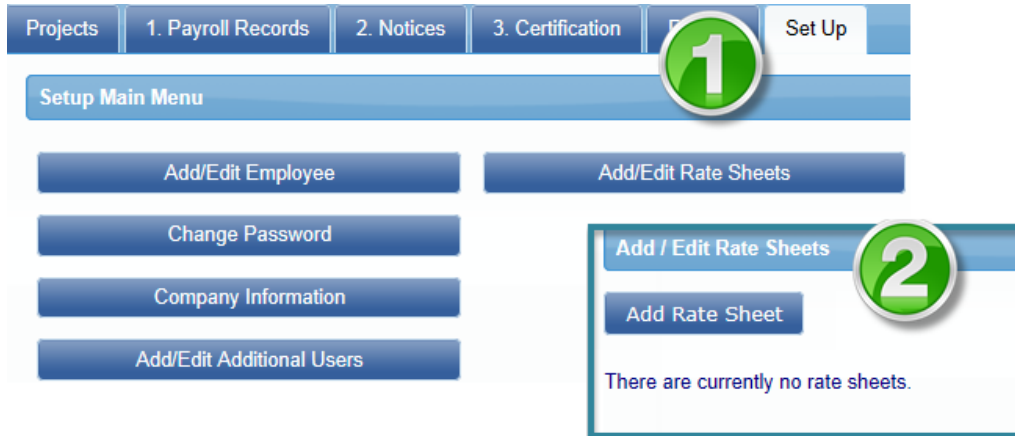
VS.

If it was located 30 miles or less from the City Hall of the town of Portland then it would be the Zone 1 table above.

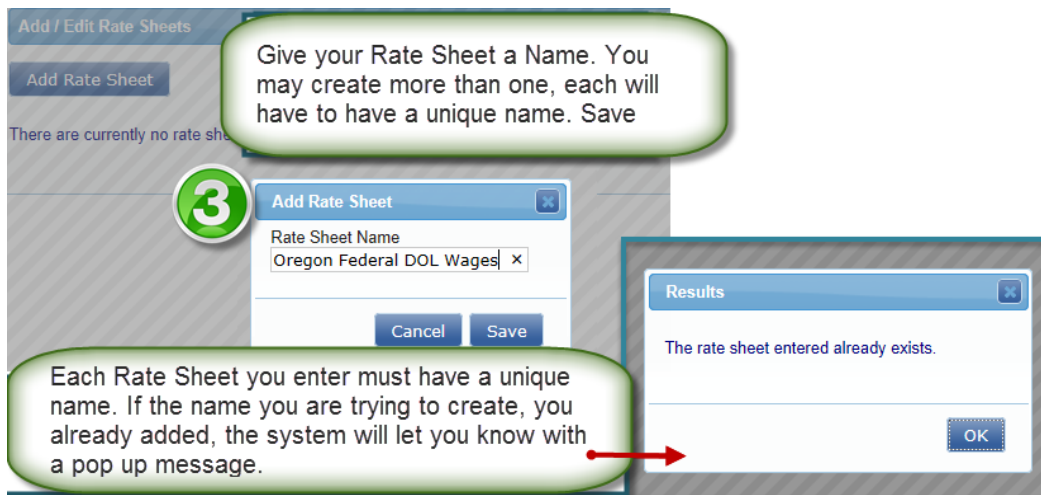


ADDING RATE SHEETS

1. Under the Set Up navigation tab you will find the Add/Edit Rate Sheets selection.
2. You will want to click the Add Rate Sheet to start.



3. Give your Rate Sheet a name and save. If you are going to have more than one project and each has different rates, you will want to do your Rate Sheet for each project and each has to be a unique name. You will receive a message from system in the form of a pop up if the name already exists.





4. Now you have your Rate Sheet and are ready to enter your Craft/Classification and wages. Click on Manage Wage Data and choose to Add Classification (5).

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Add / Edit Rate Sheets

Add Rate Sheet

Rate Sheets	
Name	
Oregon Federal DOL Wages	Edit 4 Manage Wage Data

You have now created your Rate Sheet and need to Add Classifications, so click Manage Wage Data and choose Add Classifications.

Rate Sheet Classification 5

[Delete Selected](#) [Add Classification](#)

There are currently no classifications for the selected rate sheet.

6. You will enter the information from your DOL Wage Decision, and/ or Local Rate sheet. We are using DOL as our example. If you are unsure as previously stated, ***Please contact your Prime; Project Manager or the Agency you are producing the Payroll Reports for, for assistance on the proper Wage Decision/Determination/Prevailing Wage Lock-in Date information.***

Add Classification

Wage Decision

Construction Type *
Building

General Decision *
OR140027

Publication Date *
04/25/2014

Issue Date *
04/25/2014

Expire Date *
01/01/2100

Craft / Classification Details

Craft *
CEMENT MASON

Classification *
Concrete Finisher

Basic Rate	Fringes	Total Hourly Rate	Total Overtime Rate
29.980	17.760	47.740	62.730
Total Doubletime Rate 77.720		Standard Hours 8	Training 0.000

Notes
PLUM0290-008 04/01/2013

6 Choose the Construction Type from the drop down. This information is typically on the DOL Wage Decision sheets and /or your Local Wage sheets. We are using DOL as our example.

Most information you can pull directly off your Wage Decision and /or Local Wage sheets. For assistance contact your Prime, Project Manager or the Agency you are producing reports for.

Total Hourly Rate = Basic Rate + Fringes
 Total Overtime = Basic Rate x 1.5 + Fringes
 Total Doubletime = Basic Rate x 2.0 + Fringes

General Decision Number: OR140027 04/25/2014 OR27

Superseded General Decision Number: OR20130027

State: Oregon

Construction Type: Building

County: Lane County in Oregon.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Modification Number	Publication Date
0	01/03/2014
1	01/17/2014
2	01/24/2014
3	02/07/2014
4	04/25/2014

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 29.98	17.76
PLUM0290-008 04/01/2013		

[Cancel](#) [Reset](#) [Save](#)



You have now entered information to the system. If you have more Craft/Classifications to add, just click Add Another and continue. Once you have added all that you need click Finished.

Results

The record has been saved successfully.

FinishedAdd Another

Now when you click on Manage Wage Data you will see all information you have entered in the Add Classification section. You may delete anything if needed, as well as use the Copy to Add more or Edit what you currently have in the system.

Add / Edit Rate Sheets

Add Rate Sheet

Rate Sheets	
Name	
Oregon Federal DOL Wages	EditDeleteManage Wage Data

Rate Sheet Classification

Delete SelectedAdd Classification

<input type="checkbox"/>	General Decision	Type	Craft	Classification	Basic Rate	Fringes	Total Rate	Overtime Total	Doubletime Total	Standard Hours	Issue Date	Expire Date	
<input type="checkbox"/>	OR140027	Building	CEMENT MASON	Concrete Finisher	\$29.980	\$17.760	\$47.740	\$62.730	\$77.720	8	04/25/2014	01/01/2100	CopyEditDelete

Once you have your Rate Sheet entered and have completed the Manage Wage Data information you will want to go back to your Projects tab and edit the project to assign the Rate sheet.

Edit Project

Project Name *
7-A

City

State
OR - OREGON

Zip Code

CPR Format
State of Oregon BOL WH 38

☒ Use Rate Sheet

Rate Sheet
Oregon Federal DOL Wages

Manage Wage Data

Once you have Added your Rate Sheet and entered your craft /classifications and rates into the system under setup, you will need to edit your project and apply that Rate Sheet.

Check the "Use Rate Sheet" and then choose the Rate Sheet from the drop down.

Clicking Manage Wage Data will show you information you entered under the Setup.



ENTER PAYROLL DATA AND CREATE YOUR CERTIFIED PAYROLL REPORTS

The Payroll Record screen provides access to the payroll enter, editing and uploading process. Select the function you want to use and the LCPcertified Program will take you to that function. Each is explained below.

The screenshot shows a navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, and Set Up. Below the '1. Payroll Records' tab, there is a sub-menu titled 'Payroll Records' containing four buttons: 'Enter Records', 'Copy Previous Payroll', 'Edit Records', and 'Upload Records'.

UPLOAD RECORDS

We will start with Upload Records since most will be doing this option. It is important that all know how to manually enter also (covered at the end of this section).

There are two basic methods for uploading data into LCPcertified. We have created several different formats for uploading and your accounting software may be one of them, please see the **“HELP” button in your Upload Record screen for current available accounting system formats as well as the ability to submit a request if you do not see your accounting system listed.**

The screenshot shows the 'Upload Records' screen. It has a navigation bar with tabs: Projects, 1. Payroll Records, 2. Notices, 3. Certification, Reports, and Set Up. Below the '1. Payroll Records' tab, there is a sub-menu titled 'Upload Records'. The main area contains the following fields and buttons:

- 'Select week end date:' with a text input field and a calendar icon.
- 'Select a project:' with a dropdown menu.
- 'Select the file to upload:' with a text input field and a 'Browse...' button.
- Buttons: 'Help', 'Upload', and 'Download spreadsheet template'.

As of this publication the following are available interfaces with LCPcertified.

SUBJECT to CHANGE.

The screenshot shows a 'Help' dialog box with a title bar and a close button. The content includes:

- Text: 'Click below your accounting system to learn how to access the upload file.'
- List of accounting systems:
 1. [ADP Software](#)
 2. [California Payroll](#)
 3. [Construction Partner](#)
 4. [Foundation Software](#)
 5. [Paychex Software](#)
 6. [Viewpoint Software](#)
- Text: 'If your accounting system is not listed click [here](#) to request an interface be created.'
- 'Close' button.

For current available Interfaces or Submit a request go to Payroll Records, choose Upload Records and click the HELP button.



To submit a request for interface if your accounting system is not currently listed, click the (A) 'here' link, fill out the (B) requested information and Send. The system confirms (C) your request has been sent to LCPcertified and we will contact you if more information is needed and/or for any issue we need to further discuss with you.

The screenshot shows the 'Interface Request' process in the LCP Tracker software. On the left, a 'Help' window contains a green callout box (A) with the text: 'To submit request for interface, click the 'here' link.' Below this, it says 'If your accounting system is not listed click here to request an interface be created.' The main window is titled 'Interface Request' and contains a green callout box (B) with the text: 'Fill out all fields and browse your Computer for example to upload and SEND. You will get a pop up that request has been sent.' The form fields are: First and Last Name (Stacey Doll), Email Address (mrs.s.l.doll@gmail.com), Company (SLD_MY CONCRETE CONSULTING COMPANY, LLC), Phone Number (714-576-2813), Accounting System (Marketing One), and File to Upload (C:\Users\sdoll\Documents\01_DELETE 90 DAYS AFTER). A 'Send' button is at the bottom. On the right, a 'Results' pop-up window (C) displays the message: 'An interface request has been sent to LCPTracker' with an 'OK' button.

The other method is to use the standard interface defined by LCPcertified. This is an Excel spreadsheet template with specifically defined columns. The Upload Records function is intended to provide for the uploading of payroll records from a spreadsheet. This can not only improve the speed of the upload, and the accuracy as well.

NOTE: Either of these uploading options can also be used to create your employees profile in the Set Up, Add/Edit Employee screen.

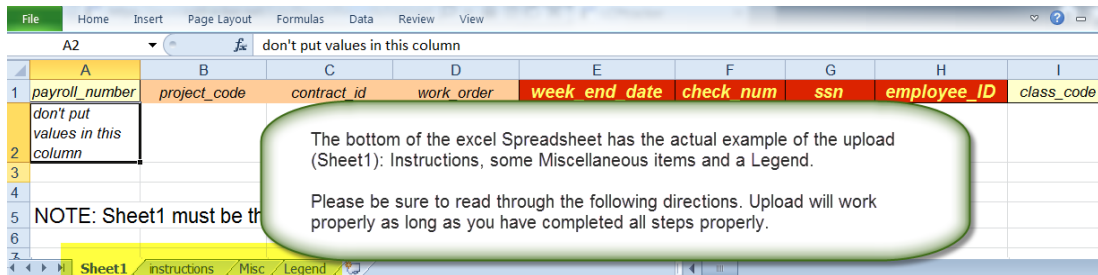
The screenshot shows the main menu of the LCP Tracker software. The 'Payroll Records' section is highlighted, and a red arrow points to the 'Upload Records' button. The other buttons in the section are 'Enter Records', 'Copy Previous Payroll', and 'Edit Records'.

The Download Spreadsheet hyperlink allows you to download the template for the spreadsheet format required to upload data.

The screenshot shows the 'Upload Records' screen in the LCP Tracker software. It features a dropdown menu for selecting the file to upload, a 'Browse...' button, and a 'Download spreadsheet template' hyperlink. A green callout box contains the text: 'After you click on Payroll Records, choose Upload Records, click on hyperlink to download the spreadsheet template we have provided for your use.'



The Download Spreadsheet provides the instructions to use this feature.

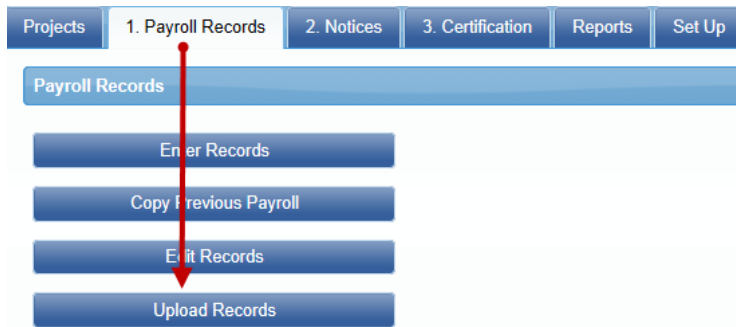


Please contact LCPcertified support **after** you have reviewed the Spreadsheet and Instructions if you need any further assistance.

Uploading Process

Regardless of the interface or use of the Excel Spreadsheet template, once it's time the uploading process is very simple.

Remember the *upload process will also create your employees in Set Up, Add/Edit Employees* section if you did not already manually enter.



Go to Payroll Records navigation tab and choose Upload Records -

1. Select the week end date (or leave blank if your uploading several weeks at a time in one upload **and** your upload includes the week end dates), Choose the project that you are going to upload for;
2. Browse your computer for file to upload; and
3. Click Upload and as your file uploads, you will be able to see the data check validations working (A, B & C).



You may select the week end date, or if your upload has multiple weeks AND includes those week end dates do not select week end date. Then choose project from drop-down and browse your computer for your upload. Once you have found, the browse window will populate and then click Upload.

Select week end date: 05/02/2014

Select a project: 1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA-LOS-2012-2)

Select the file to upload: Browse...

Help Upload Download spreadsheet template

If you have multiple weeks you wish to upload and the dates are on your uploading interface, do not choose /enter the date here, just select your project and then browse your computer for the payroll to upload and click the Upload button.

Uploading Payroll

Uploading SHEET1.xls...

Uploading Payroll

Validating 6 payroll records...

Upload Results

There were 6 rows accepted.

OK

If there are any issues the system does not accept any rows, it will give you pop-up message (example below).

Upload Results

NOTE:

- 1 There is already a payroll record for employee with Name: CLINTON, AUBREY
Craft: .
Classification: .
- 2 There is already a payroll record for employee with Name: CLINTON, JADE
Craft: .
Classification: .
- 3 There is already a payroll record for employee with Name: CLINTON, ALEX
Craft: .
Classification: .
- 4 There is already a payroll record for employee with Name: DOLL, JOSHUA H.
Craft: .
Classification: .

No rows were accepted.

OK

If there are any issues with your upload the system will notify you.

This example is telling us that there are already records for these employees; for the project and week end date we are trying to upload.

In this example No rows were accepted.



CRAFT MATCHING

The first time, or anytime you upload a new employee, you will need to craft match. This will be for anyone in the State of California using the California State rates OR those that entered their own Rate Sheet information under the Setup and applied that rate sheet to a project.

Upload Results

There were 5 rows accepted.
There are payrecords that need craft matching.

OK

Next go to Payroll Records and Edit, choosing the project you just uploaded payrolls for and do your craft matching.

1. Click Craft Match and you get a pop-up window;
2. Choose the Craft and Classification from the drop-down and Save.

Uploading Payroll Records for those in California using State Rates OR for those that have Added a Rate Sheet in Setup. First time you upload or upload a new employee you will need to Craft Match.

Delete Selected

<input type="checkbox"/>	Week End Date	Employee Name	Contractor Craft	Project Craft	Project Class				Notices
<input type="checkbox"/>	5/2/2014	ANDERSONS, JAMES	700			1			
						Craft Match	Edit	Delete	2
<input type="checkbox"/>	5/2/2014	B...				Craft Match	Edit	Delete	1
<input type="checkbox"/>	5/2/2014	B...				Craft Match	Edit	Delete	1
<input type="checkbox"/>	5/2/2014	E...				Craft Match	Edit	Delete	2
<input type="checkbox"/>	5/2/2014	M...				Craft Match	Edit	Delete	1

Edit Craft Match

Craft

Classification

CEMENT MASON

Concrete Finisher

Save

Cancel

You will craft match each one, then subsequent uploads will already show the match and the Craft Match will be shaded.

Any Contractor Crafts in **RED** below are unmatched. Please select a craft to match to the appropriate Craft/Classification for this Project.
Any missing Contractor Crafts indicate the craft for the payroll was changed after craft matching was performed for the payroll.

Delete Selected

<input type="checkbox"/>	Week End Date	Employee Name	Contractor Craft	Project Craft	Project Class				Notices
<input type="checkbox"/>	05/02/2014	ANDERSONS, JAMES	700	CEMENT MASON	Concrete Finisher	Craft Match	Edit	Delete	
<input type="checkbox"/>	05/09/2014	ANDERSONS, JAMES	700	CEMENT MASON	Concrete Finisher	Craft Match	Edit	Delete	



For those that do not choose to enter a Rate Sheet to Craft Match to, you will need to edit (1) each record you have uploaded (2) and Edit the Craft /Classification and type in (3).

Edit Record (Uncertified)

Project

Any Contractor Crafts in **RED** below are unmatched. Please select a craft to match to the appropriate Craft/Classification for this Project.
Any missing Contractor Crafts indicate the craft for the payroll was changed after craft matching was performed for the payroll.

Delete Selected

<input type="checkbox"/>	Week End Date	Employee Name	Project Craft	Project Class		Notices
<input type="checkbox"/>	05/02/2014	CHAVEZ, EDUARDO			Edit Delete	1
<input type="checkbox"/>	05/02/2014	MARTINEZ, JAMES			Edit Delete	1
<input type="checkbox"/>	05/02/2014	RODRIGUEZ, RUDY			Edit Delete	1
<input type="checkbox"/>	05/02/2014	SMITH, JEFF			Edit Delete	1

Edit Record

Week End Date: 5/2/2014 Contractor: Diamond Concrete Cutting, Inc.

Project: KENZIE MOUNTAIN HWY (State/ILL)

Employee: SMITH, JEFF

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) 1501.090 Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000 Gross Pay All Projects 1613.200

These fields are Hourly rate fields (Usually No Fringes)

Base Hourly	Overtime Hourly	Doubletime Hourly
40.57		0

Rate in Lieu of Fringes (Cash Fringes) 0.000

Classifications

Craft	Classification	Edit

Change Craft/Classification

Craft PLUMBER

Classification APPRENTICE PLUMBER

Save Cancel

Subsequent payrolls will automatically save what you entered from the first time and you will only need to Edit and add the Craft /Classification for new employees or for new projects.

COPY PREVIOUS PAYROLL

This feature is most commonly used for those that manually enter their payrolls. For those that use an uploading option you may choose to copy the previous week payroll, however your uploading abilities will also include your new check numbers and you will not have to edit the payrolls to update the check number field. If you are using an uploading option you may skip on to [Edit Records](#) section, which all users should know how to do whether you manually enter one record at a time, copy payrolls or upload records.



After you have at least one payroll week certified you may use the **COPY PREVIOUS PAYROLL** feature.

Payroll Records

Enter Records

Copy Previous Payroll

Edit Records

Upload Records

You will need to enter your first week of Payroll initially to copy from. Once you have at least one week of CPR in the system you may use the Copy Previous Payroll feature.

Step one will be to choose the project you wish to submit a CPR for. If you have more than one project, be sure that you are choosing the correct one to report.

Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

First select a project. Then select a certified payroll week to copy from.

Select Project *

Select a project

SLD-AUBREY'S BRIDGE

SLD-FEBRUARY BRIDGE - PHASE 1

Week End Payro

Be sure if you have more than one project that you are choosing the correct project for the week you are about to report

Now you will see all CPR's previously submitted for the project you are about to copy payrolls for. If you click on the "View" button on the far right, you can see that CPR in its entirety, viewing the employees entered under each previous week, may help you choose which CPR you will to use to copy to the current week you are working on submitting.

Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

First select a project. Then select a certified payroll week to copy from.

Select Project *

SLD-AUBREY'S BRIDGE

Select	Week End	Payroll No	View CPR
<input type="checkbox"/>	4/29/2012	14	View
<input type="checkbox"/>	1/29/2012	1	View

Cancel Next

You will see a list of previous CPR's submitted for the project you choose



Step two you will see the payroll records that were submitted on the CPR you are choosing to copy from. You may choose to copy all employees (leave boxes checked) or some by un-checking what you do not want to copy.

Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

Verify that all the records to be copied are selected.

Select	Name	Craft	Journey Level
<input checked="" type="checkbox"/>	PETERSON, DAVID	ENGINEERING CONSULTANT	TECHNICIAN
<input checked="" type="checkbox"/>	PETERSON, JULIE	ENGINEERING CONSULTANT	TECHNICIAN
<input checked="" type="checkbox"/>	DAHL, DERRICK	ENGINEERING CONSULTANT	SUPERVISOR

Cancel Back Next

Choosing to copy all

Choosing to only copy some

Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

Verify that all the records to be copied are selected.

Select	Name	Craft	Journey Level
<input checked="" type="checkbox"/>	PETERSON, DAVID	ENGINEERING CONSULTANT	TECHNICIAN
<input type="checkbox"/>	PETERSON, JULIE	ENGINEERING CONSULTANT	TECHNICIAN
<input type="checkbox"/>	DAHL, DERRICK	ENGINEERING CONSULTANT	SUPERVISOR

Cancel Back Next

Step three is to choose the week-end-date for this CPR. Make sure that you are choosing the correct day that you end your payroll weeks with. (*IMPORTANT* You CANNOT change this date later!). Once you are done, click **Save**.

Copy Previous Payroll

1 Copy From 2 Review Records 3 Copy To

The selected payroll will be copied over to the week selected below. You will still need to add at least a check number in order to be able to certify. After saving, you will be redirected to the Payroll Edit page.

Week End Date *06/03/2012

Click on the calendar icon to find your date OR you may manually enter the date in this format.

Cancel Back Save

Once you click **Save** you will see all of the specific employee payroll records that are going to be copied. If you have copied more than one record, you will see all those records here.

Edit Record (Uncertified)

Project
SLD-AUBREY'S BRIDGE

Any Contractor Crafts in **RED** below are unmatched. Please select a craft to match to the appropriate Craft/Classification/Type for this Project. Any missing Contractor Crafts indicate the craft for the payroll was changed after craft matching was performed for the payroll.

Delete Selected

Week End Date	Employee Name	Project Craft	Project Class	Notices
<input type="checkbox"/> 6/3/2012	PETERSON, DAVID	ENGINEERING CONSULTANT	TECHNICIAN	Edit Delete



If you realize that you need to add more employees to the week you are about to submit, you can go back to **COPY PREVIOUS PAYROLL** and copy another payroll. Be sure to choose the same week-end-date that you have been using on all previous steps.

Copy Previous Payroll

1 Copy From 2 Review Records

First select a project. Then select a certified payroll.

Select Project *

SLD-AUBREY'S BRIDGE

Week End Date * 06/03/2012

Cancel Back Save

Be sure if you need to copy another payroll to the current one you are doing, that you choose the same project and same week-end-date.

Edit Records (Uncertified)

Select a project to view all its associated payroll records.

SLD-AUBREY'S BRIDGE

Uncertified payroll records for selected project.

Select All Delete Selected

Week End Date	Employee Name	Jurisdiction	Craft	Journey Level	
6/3/2013	DAHL, DERRICK	SLD - OREGON STATE	ENGINEERING CONSULTANT	SUPERVISOR	Edit Delete

You copy one week and it only had one of the employees you needed to copy.

Edit Records (Uncertified)

Select a project to view all its associated payroll records.

SLD-AUBREY'S BRIDGE

Uncertified payroll records for selected project.

Select All Delete Selected

Week End Date	Employee Name	Jurisdiction	Craft	Journey Level	
6/3/2013	DAHL, DERRICK	SLD - OREGON STATE	ENGINEERING CONSULTANT	SUPERVISOR	Edit Delete
6/3/2013	PETERSON, DAVID	SLD - OREGON STATE	ENGINEERING CONSULTANT	TECHNICIAN	Edit Delete

You have multiple weeks certified and one employee worked one week and another employee worked a different week. It's possible to copy more than one week. The important part is remember to do the same week end date when walking through the process.

You may always edit any employee payroll record prior to certifying. ***IMPORTANT*** Open each employee record, insert the new check number for that week, and click **Save** ('dd' or 'DD' may be entered for direct deposit).

Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
100.000	50.000	50.000	25.000	25.000	0.000	0.000	50.000	300.000

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	3700.000	



Next, you should check the “**2. Notices**” tab and, clear any possible “Notices”. You are then ready to certify under tab “**3. Certification**” You are now finished.

ENTER RECORDS

You may enter your payroll records manually only if you have uploaded OR manually entered your employee information into setup (see **ADD/EDIT EMPLOYEE**). You also have to have a project setup in the system see **PROJECTS**). It is suggested that even those that choose to upload know how to manually enter a payroll record.

A screenshot of the "Payroll Record Entry" form. At the top, there is a navigation bar with tabs: "Projects", "1. Payroll Records", "2. Notices", "3. Certification", "Reports", and "Set Up". The "1. Payroll Records" tab is active. Below the navigation bar, the form has a title "Payroll Record Entry". There are three main input fields: "Project *" with a dropdown menu showing "Select a project", "Week End Date *" with a text input field and a calendar icon, and "Employee *" with a dropdown menu showing "Select an employee". At the bottom of the form are "Cancel" and "Next" buttons. A green rounded rectangular callout box is overlaid on the right side of the form, containing the following text: "Select Project from drop down;", "Enter or choose Week End Date;", and "Select your Employee and click Next."

This has caused some confusion to users, here we have examples for you:

Monday through Sunday = Sundays are your week end date

Tuesday through Monday = Mondays are your week end date

Wednesday through Tuesday = Tuesdays are your week end date

Thursday through Wednesday = Wednesdays are your week end date

Friday through Thursday = Thursdays are your week end date

Saturday through Friday = Fridays are your week end date

Sunday through Saturday = Saturdays are your week end date



The Screen automatically adjusts the weekly payroll period to reflect your week-end-date. As laid out in the beginning of the **ENTER RECORDS** section. (We removed the shaded totals here to save space).

Hours Worked Each Day

	Sunday 5/12/2013	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00
Overtime at 1.5	0.00	2.00	2.00	2.00	2.00	2.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Sunday through Saturday so Saturday is the Week End Date for this Company.

Hours Worked Each Day

	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013	Sunday 5/19/2013
Regular Time	0.00	8.00	8.00	8.00	8.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Monday through Sunday so Sunday is the Week End Date for this Company.

Hours Worked Each Day

	Saturday 5/18/2013	Sunday 5/19/2013	Monday 5/20/2013	Tuesday 5/21/2013	Wednesday 5/22/2013	Thursday 5/23/2013	Friday 5/24/2013
Regular Time	0.00	0.00	8.00	8.00	8.00	8.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Saturday through Friday so Friday is the Week End Date for this Company.

Payroll Entry step one –

1. Choose your Project from drop down;
2. Either use calendar icon to find/choose your date, or you may type in formatted as ##/##/#### (# representing the month / day / year); and
3. Choose your Employee from drop down and click Next.

Projects

1. Payroll Records

2. Notices

3. Certification

Reports

Set Up

Payroll Record Entry

Project *

Aubrey's Skyscraper

1

Week End Date *

10/16/2013

2

Employee *

DOLL, JOSHUA

3

CLINTON, ALEXANDER

CLINTON, JADE

DOLL, JOSHUA

GOODWIN, BRIAN

MCKENZIE, DIAMOND

PINEHILL, KENZIE

You will only see Projects after you have setup under the Projects tab.

Employees that you make 'inactive' in the Set Up, Add/Edit screen would not show here. These are all active employees in my setup.



Payroll Record Entry form (2 of 2)

This screen is used to enter payroll records one at a time. LCPcertified has included utility for contractors to load payroll information from a spreadsheet to save time. Details for this process are provided in the section **UPLOAD RECORDS**.

The second step in the Payroll Entry process is shown next. The upper portion of the screen self populates from the data entered in step one. You can tab through this screen or use your mouse to click in fields to enter data.

The screenshot shows the 'Payroll record entry form (2 of 2)' with the following fields and values:

Week End Date:	10/16/2013	Contractor:	McKenzie Concrete, LLC	
Project:	Aubrey's Skyscraper			
Employee:	DOLL, JOSHUA			
Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	Gross Pay All Projects	These fields are Hourly rate fields (Usually No Fringes)	Rate in Lieu of Fringes (Cash Fringes)
0.000	0.000	0.000	Base Hourly: 0, Overtime Hourly: 0, Doubletime Hourly: 0	0.000

Below the fields are expandable sections: Classifications, Hours Worked Each Day, Fringes / Contributions paid to others (not employee) for this project only, Deductions, Payments and Notes, and Notices. At the bottom are 'Cancel' and 'Save' buttons.

Callout Box: The top portion of the payroll record is populated based on Project info you entered in Adding Project to system and then information from step 1 of payroll records (manual entry).

Each section and field of the Payroll Record Entry Form will be explained. **NOTE:** some fields that are optional and are not required in order to save the Payroll Record. You may, depending on your region or to whom you will be sending this CPR to, wish to include as much information as possible to populate your printed CPR.

This is a WEEKLY reporting form, you report hours worked for the week being reported on, this is not an accumulation.

All fields are for the week you are reporting hours worked and wages paid.

Gross Employee Pay this Project should be equal to the hourly rate fields x the hours posted on this payroll record. This amount does NOT include fringes. It is usually the amount that is provided by your payroll system. If you pay additional **Wages Paid in Lieu of Fringes** then enter this amount in that field.



Wages Paid in Lieu should be equal to the Rate in Lieu x the hours posted on this payroll record. **Wages Paid in Lieu** are those amounts paid to the employee when no fringe benefits are paid or when the fringe benefits paid are insufficient to meet the required total hour rate of pay.

Gross Pay All Projects should be employee's Gross Pay for the week regardless of what Projects were worked on.

Gross Employee Pay This Project	Wages Paid in Lieu of Fringes	Gross Pay All Projects
2600.000	275.000	2575.000

Enter the **Basic Hourly Rate of Pay**, **Hourly Overtime Rate**, **Hourly Double Time Rate**, and **Rate In Lieu of Fringes** (if you are using, Rate in Lieu/Wages Paid in Lieu are not always used by all users), you pay the employee in the **blue fields**. Enter the overtime rates as required when overtime is worked. You can change them at any time.

Here we show how the Gross Employee Pay field is equal to the hourly rates x the hours posted and then the Wages Paid in Lieu of Fringes is equal to the Rate in Lieu x all hours posted.

Projects

1. Payroll Records

2. Notices

3. Certification

Reports

Set Up

Edit Record

Week End Date: 10/16/2013
Contractor: McKenzie Concrete, LLC

Project: Aubrey's Skyscraper
Employee: DOLL, JOSHUA

☐ Is Foreman
☐ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	Gross Pay All Projects	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
2600.00	280.00	2880.00	Base Hourly	Overtime Hourly	Doubletime Hourly	5.00
			40.00	60.00	80.00	

Classifications

Hours Worked Each Day

	Thursday 10/10/2013	Friday 10/11/2013	Saturday 10/12/2013	Sunday 10/13/2013	Monday 10/14/2013	Tuesday 10/15/2013	Wednesday 10/16/2013	Total Hours
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Overtime at 1.5	0.00	2.00	2.00	2.00	2.00	2.00	0.00	10.00
Double-Time	0.00	1.00	1.00	1.00	1.00	1.00	0.00	5.00
Total	0.00	11.00	11.00	11.00	11.00	11.00	0.00	55.00

\$40 x 40 hours = \$1600

\$60 x 10 ot hours = \$600

\$80 x 5 dble ot hours = \$400

\$1600+\$600+\$400 = \$2600.00

\$5 x 55 hours total = \$280.00

Hours Worked Each Day

The Hours worked each day should **ONLY** be the hours reported for working on this project for the week you are reporting on. Again this is not accumulative. Under this section titled Hours Worked Each Day enter the number of Regular Time (Straight-time), Overtime and Double-Time hours worked each day for the payroll period (one week).



	Sunday 5/12/2013	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013	Total Hours
Regular Time	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00
Overtime at 1.5	0.00	2.00	2.00	2.00	2.00	2.00	0.00	10.00
Double-Time	0.00	1.00	1.00	1.00	1.00	1.00	0.00	5.00
Total	0.00	11.00	11.00	11.00	11.00	11.00	0.00	55.00

This record employee worked all hours on this project

You only report the hours worked on this project. If employee worked on another project, ONLY those hours on this project are reported on the Payroll Record Entry Form page 2 of 2. Each row as well as column auto-populates with the hours posted.

▼ Hours Worked Each Day

	Sunday 5/12/2013	Monday 5/13/2013	Tuesday 5/14/2013	Wednesday 5/15/2013	Thursday 5/16/2013	Friday 5/17/2013	Saturday 5/18/2013	Total Hours
Regular Time	0.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
Double-Time	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Total	0.00	0.00	0.00	0.00	0.00	11.00	0.00	11.00

This record only has 8 hours on Friday, along with 2 hours of overtime and 1 hour of doubletime. These were the only hours worked on this project.

Fringes / Contributions paid to others (not employee) for this project only

Enter the appropriate amount for each of the categories in this section. If there is no data for a box, leave it blank (or enter zeros if you wish). This example there is 55 hours total; 40 regular, 10 overtime and 5 double-time.

We noted in red (this example only) what the hourly values would equal (total fringe amount divided by hours on payroll record) just for your information.

▼ Fringes / Contributions paid to others (not employee) for this project only

2.16	10.24	6.27	0.92	0.95	Voluntary Contributions		<input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay
Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Pension	Medical	<input type="checkbox"/> Some or All Fringes Paid to Employee
118.800	563.200	334.850	50.600	52.250	0.000	0	<input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay
More...		More...					<input type="button" value="Calculate Fringes"/>

The "[more links](#)" below the [Vac/Hold/Dues](#) and [Pension](#) explains additional detail. Here we will present that detail for the Vacation/Holiday link.

Vacation / Holiday Directions

The entering of information for Vacation and Holiday pay is causing confusion. The following is a more detailed explanation of the entering of Vacation and Holiday pay.

Case 1 Vacation and Holiday is paid to the employee as additional wages. Enter the paycheck gross amount as part of the Gross Employee Pay This Project. Enter \$0.00 in the fringe benefit area and check the Vac/Hol/Dues in Gross Emp. Pay box.

This would be what you consider the employees Hourly Rate of Pay. You are paying it as part of the wages and would be factored as part of overtime/double-time factoring if hours worked. The hourly rates x the hours posted would equal the Gross Pay This Project field.



▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions		<input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay	
0.000	563.200	344.850	50.600	52.250	Pension	Medical		
More...		More...			0.000	0.000		

Calculate Fringes

▼ Deductions, Payments and Notes

Deductions								
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	0.000	0.000	900.000

Case 2 Vacation and Holiday is included in the paycheck to calculate taxes but is paid to another fund (union) and thus deducted from the paycheck. Enter the paycheck gross amount as part of the Gross Employee Pay This Project. Enter the \$value in the fringe benefit area and check the box that says Vac/Hol/Dues Included in Gross Emp. Pay. In this scenario you would also show the deduction in the Deductions, Payments and Notes (taxes) section under the Vac/Dues field.

▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions		<input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay	
118.800	563.200	344.850	50.600	52.250	Pension	Medical		
More...		More...			0.000	0.000		

Calculate Fringes

▼ Deductions, Payments and Notes

Deductions								
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	118.800	0.000	1018.800

Case 3 Vacation and Holiday is not included in the paycheck. The Vacation and Holiday is only paid to a fund and taxes are assessed when paid. Enter the amount of the Vac/Hol in the field. Check the Vac/Hol/Dues Included in Gross Emp. Pay box. It would only be part of the Gross Pay This Project if the employee takes and is being paid for. So you are showing the Fringe value, however it is not sent to any fund (union) or assessed taxes until it is taken.

▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training	Voluntary Contributions		<input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay	
118.800	563.200	344.850	50.600	52.250	Pension	Medical		
More...		More...			0.000	0.000		

Calculate Fringes

▼ Deductions, Payments and Notes

Deductions								
Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000		0.000	1018.800

Would have a value if being taken and taxes being assessed.

Case 4 Vacation and Holiday is accrued and taxes are assessed when paid. Enter the amount of the Vac/Hol/ Dues in the field. This approach may not be accepted by some agencies.



▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues 0.000 More...	Health & Welf. 563.200	Pension 344.850 More...	All Other 50.600	Training 52.250	Voluntary Contributions Pension: 0.000 Medical: 0.000		<input checked="" type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>
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▼ Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	0.000	0.000	900.000

Voluntary Pension and Medical Contributions

Voluntary Pension and Medical Contributions are additional payments to an approved pension and/or health care funds that the employee elects to take out of his/her Gross Employee Pay this period before taxes.

These voluntary contribution amounts are part of the Gross Employee Pay this period but some payroll systems do not show it as such. Most agencies wish to only know the dollar values for the project you are sending them the CPR report for. If your accounting system does not include these amounts in the Gross Employee Pay this period figure the hourly rates of such amounts and multiply by the hours on the payroll record and enter those total values in the appropriate fields.

Be sure not to include it as part of the health & welfare payments you make on the employees behalf (fringe benefits a company pays into an entity/union that benefits the employee).

▼ Fringes / Contributions paid to others (not employee) for this project only

Vac / Hol / Dues 118.800 More...	Health & Welf. 563.200	Pension 344.850 More...	All Other 50.600	Training 52.250	Voluntary Contributions Pension: 0.000 Medical: 0.000		<input type="checkbox"/> Vac/Hol/Dues Included in Gross Emp. Pay <input type="checkbox"/> Some or All Fringes Paid to Employee <input type="checkbox"/> Voluntary Contributions Included in Gross Emp. Pay <input type="button" value="Calculate Fringes"/>
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These are **Fringe Benefits** that the company pays to some entity (union) as a Fringe Benefit.

Voluntary Contributions are part of the Employees Gross Pay. These are values that the Employee elects to have take out such as additional payments to approved pension or health care fund.

Deductions, Payments and Notes

Enter your Deductions (taxes) and travel/subsistence pay as well as the Paycheck Amount (Net Pay), Check Number and any Notes for this current payroll you are entering.

The Paycheck amount and Check Number field is required field for the Payroll Record to save. The Check Number field will accept dd or DD for those that may have Direct Deposit vs. issuance of an actual Check. Once you are satisfied the data is accurate click the **Save** button.



▼ Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	0.000	0.000	900.000

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	1975.000	DD or 7606

Notes

Use the Notes section for anything you wish to add a Note on for this current Payroll you are entering.

Other Deduction Notes

CHILD SUPPORT (02/21/2013)

The Total Deductions will auto-add as you enter all taxes.

Any Travel /Subsistence pay use the Trav/Subs field.

Most agencies require that any 'other' deductions have an explanation as part of integrity checks you will need to fill in this section in order for LCPcertified to save your payroll record. For Other Deduction Notes refer back to **SET UP, ADD/EDIT EMPLOYEE** section – **Default Other Deduction Notes**. If you have a repeating 'other' deduction (garnishment/child support, etc.), for an employee you may wish to Edit the employee setup and add there, then it will populate each time you create a payroll record for the specific employee.

▼ Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	0.000	0.000	900.000

Payments (If included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	1975.000	DD or 663

Notes

Other Deduction Notes **Required**

As part of the system integrity checks you will see 'required' if you need to enter missing information before system will save your payroll record.

(Continue to next page)



When you save the Payroll Record the system will let you know if you have notices on the current record.

A screenshot of a "Payroll Record Saved" dialog box. The dialog has a title bar with the text "Payroll Record Saved" and a close button. The main content area contains the following text: "When you are done entering the payroll records, check Notices, then certify the data you are submitting." followed by "The 'Certification' tab is where you complete the process to produce your CPR so that you may send to the Agency you are reporting to." Below this is a yellow warning box with the text "Warning: There are 2 notices". At the bottom, there is a question "Enter another record for a different employee?" and two buttons: "Yes" and "No".

You may choose NO and not enter further employees without fixing the notices for current record first. For work flow purposes it is much easier to choose YES and enter the next record, continue the **PAYROLL RECORD ENTER** process until all records entered for the week. Then go into **NOTICES** tab and check for any Notices/Warnings and clear (see **NOTICES** section).

A screenshot of the "Payroll Record Entry" screen. At the top is a navigation bar with tabs: "Projects", "1. Payroll Records", "2. Notices", "3. Certification", "Reports", and "Set Up". Below the navigation bar is a header "Payroll Record Entry". The main form area contains the following fields: "Project *" with a dropdown menu showing "1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)", "Week End Date *" with a date field showing "12/10/2013", and "Employee *" with a dropdown menu showing "Select an employee". At the bottom are "Cancel" and "Next" buttons. To the right of the form is a green rounded rectangle containing the text: "Choosing Yes to continue enter Payroll Records, the Project and Week End date are already chosen because you are in the entering cycle. Choose your next Employee, then Next".

EDIT RECORDS

To edit any payroll record that has been entered but not yet certified select Edit Records. You may edit individual records or delete records. The edit record screen is the same as the payroll entry screen. Remember any changes to the record to **Save** or the system will not save the changes you made.



EDIT RECORDS

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Payroll Records

Enter Records

Edit Records

Upload Records

You may edit any Payroll Record you have uploaded or manually entered prior to certifying by going to Payroll Records and choosing Edit Records

Once you have clicked on the Edit Records button you will, if you have more than one project, need to choose that project to see any records uploaded or manually entered you wish to edit.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Edit Record (Uncertified)

Project

Select a project

There are no uncertified payroll records to display for the selected project.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Edit Record (Uncertified)

Project

1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

2-KENZIE MOUNTAIN HWY (State/ILL)

3-PINEHILL HWY OVERLAY (State/CA)

4-PINEHILL DIAMOND SCHOOL UPDATE (STATE/NM)

5-KENZIE ELEMENTARY SCHOOL UPDATE (CA DIR A-1-131)

6-AUBREY'S RAIL (Caltrans CEM2502)

7-AUBREY/KENZIE INTERACTIVE PLAY STRUCTURE (FS_WH-347)

If you have more than one project with active / non-certified payrolls you will need to choose from the drop down the project you wish to edit payroll records for.

Once you choose the Project you wish to Edit Records for, the screen will refresh and all records entered will appear. You may edit or delete individual records as well as delete several or all if necessary.



Edit Record (Uncertified)

Project

1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

Delete Selected

<input type="checkbox"/>	Week End Date	Employee Name	Craft	Classification		
<input type="checkbox"/>	12/6/2012	1-DOLL, JOSHUA	Electrician	Electrician	Edit	Delete
<input type="checkbox"/>	12/6/2013	1-CLINTON, AUBREY	Electrician	Apprentice Inside Wireman	Edit	Delete
<input type="checkbox"/>	12/6/2013	1-CLINTON, JADE			Edit	Delete
<input type="checkbox"/>	12/6/2013	2-JAMES, KRISTINE			Edit	Delete
<input type="checkbox"/>	12/6/2013	2-JAY, MARTIN			Edit	Delete

You can Edit each record,
Delete each record.

Edit Record (Uncertified)

Project

1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

Delete Selected

<input type="checkbox"/>	Week End Date	Employee Name	Craft	Classification		
<input checked="" type="checkbox"/>	12/6/2012	1-DOLL, JOSHUA	Electrician	Electrician	Edit	Delete
<input checked="" type="checkbox"/>	12/6/2013	1-CLINTON, AUBREY	Electrician	Apprentice Inside Wireman	Edit	Delete
<input checked="" type="checkbox"/>	12/6/2013	1-CLINTON, JADE			Edit	Delete
<input checked="" type="checkbox"/>	12/6/2013	2-JAMES, KRISTINE			Edit	Delete
<input checked="" type="checkbox"/>	12/6/2013	2-JAY, MARTIN			Edit	Delete

Perhaps you need to Delete
more than one record, check
the records to be delete and
click the Delete Selected.

If you EDIT any payrolls, after editing each record remember to **Save** or your changes will not be saved.

Project

1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

Delete Selected

<input type="checkbox"/>	Week End Date	Employee Name	Craft	Classification		
<input type="checkbox"/>	12/6/2012	1-DOLL, JOSHUA	Electrician	Electrician	Edit	
<input type="checkbox"/>	12/6/2013	1-CLINTON, AUBREY	Electrician	Apprentice Inside Wireman	Edit	
<input type="checkbox"/>	12/6/2013	1-CLINTON, JADE			Edit	
<input type="checkbox"/>	12/6/2013	2-JAMES, KRISTINE			Edit	
<input type="checkbox"/>	12/6/2013	2-JAY, MARTIN			Edit	Delete

You will need to edit all records and
add the craft /classifications the first
time, then system will remember the
next time.

Remember if you edit a Payroll Record,
save before moving on or your editing
will not be saved and record will not be
updated.

Classifications

Craft	Classification	
		Edit

Hours Worked Each Day

Fringes / Contributions paid to others (not employee) for this project only

Deductions, Payments and Notes

Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Linked Pay Records by Check Number
NOTICE	Default	Craft and classification must be entered. VAL_54	

There is 1 notice

Cancel Save

Click Edit and Add the Craft and
Classification and update /fix
anything that you may need to and
save.

This example adding the Craft and
Classification and then saving
record will clear the notice.



NOTICES/WARNINGS

Under the Notices navigation tab, based on Data Completeness /Omissions (Notices) or Wage Verification /Errors (Warnings) will cause payroll records to show up here – blank hourly rate of pay; hourly overtime (if overtime hours reported); blank gross pay all projects or paycheck amount (net pay) etc. You may view by all projects, or select a specific project and Load Data to filter down.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Contractor Notices

Project: All Projects

From Date: [] To Date: [] ☐ Include Closed Admin Notices

Payroll Notices (6)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	
1-CLINTON, AUBREY	1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)					Edit
1-CLINTON, JADE	1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)					Edit
COLLAZO, MARIO	5-KENZIE ELEMENTARY SCHOOL UPDATE (CA DIR A-1-131)					Edit
COLLAZO, MARIO IVAN	5-KENZIE ELEMENTARY SCHOOL UPDATE (CA DIR A-1-131)	10/27/2012	Default			Edit

You may choose to look at all records that appear under the Notices tab.

OR choose a specific Project and then click Load Data. You will only see those records with issues for the project chosen.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Contractor Notices

Project: 1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

From Date: [] To Date: [] ☐ Include Closed Admin Notices

Payroll Notices (2)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	
1-CLINTON, AUBREY	1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)	10/27/2012	Default	ELECTRICIAN	ELECTRICIAN	Edit
1-CLINTON, JADE	1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)	10/27/2012	Default			Edit

If you have uploaded several weeks for several projects, manageability would be to filter by project and Load Data. Now you see only those records that have issues for that project. Just click on the Edit to edit the record.

10/27/2012 | Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Contractor Notices

Project: 1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

From Date: [] To Date: [] ☐ Include Closed Admin Notices

Payroll Notices (2)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification	
1-CLINTON, AUBREY	1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)	10/27/2012	Default	ELECTRICIAN	ELECTRICIAN	Edit
1-CLINTON, JADE	1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)	10/27/2012	Default			Edit

Page 1



Here we scroll to the bottom and expand the notices section at the bottom to see what our issue may be. In this example (VAL_9 integrity check) Gross pay ALL projects minus Total Deductions field plus trav/subs (if we had) should equal our Paycheck amount and it does not. Correct any issues and Save to clear.

Week End Date: 10/27/2012 Contractor: Diamond Concrete Cutting, Inc.

Project: 1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

Employee: 1-CLINTON, AUBREY

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	Gross Pay All Projects	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
100.000	0.000	2000.000	Base Hourly	Overtime Hourly	Doubletime Hourly	
			50.000	0.000	0.000	0.000

Classifications

Hours Worked Each Day

Fringes / Contributions paid to others (not employee) for this project only

Deductions, Payments and Notes

Deductions

Fed Tax	Social Security	Medicare	State Tax	Local Taxes/SDI	Other	Vac / Dues	Savings	Total Deductions
350.000	175.000	55.000	120.000	100.000	100.000	0.000	0.000	900.000

Payments (if included in paycheck)

Trav/Subs	Paycheck amount	Check Number *
0.000	1975.000	DD

Notes

Use the Notes section for anything you wish to add a Note on for this current Payroll you are entering.

Other Deduction Notes

USE this Notes section for repeating items. Also enter in the Add/Edit Employee Screen then for manual entry you do not have to enter each time. System will pull from the Employee setup screen for each employee that has a note.

VAL_9 integrity check checks that the Gross Pay All Projects minus Total Deductions field plus Trav/Subs (if any) equals the Paycheck amount. (Note this is just one of many integrity checks the system does).

Notices

Type	Jurisdiction	Notice(s) / Warning(s) for this record
NOTICE	Default	The "Paycheck Amount" should be equal to the result of the following calculation: the value in "Gross Pay All Projects", plus the value in "Trav/Subs", minus the value in "Total Deductions". VAL_9

There is 1 notice

Cancel Save

Now when you go back to the **NOTICES** tab and choose the same project and Load Data only one record remains. Continue until you have cleared all notices and then you are ready to go to **CERTIFICATION** tab and produce your CPR report.

Projects 1. Payroll Records 2. Notices 3. Certification

Contractor Notices

Project: 1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

From Date: To Date:

Payroll Notices (1)

Employee	Project	Week End Date	Jurisdiction	Craft	Classification
1-CLINTON, JADE	1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)	10/27/2012	Default		

Page 1

Now we only have one record for this project showing since clearing up the other record and it's notice(s).



PURCHASING CREDITS

Your first report is a free trial. Then you will need to purchase Credits to produce future reports. To do this go the Certification tab and click Purchase Credits and walk through the process. There are three options -

1. Per Credit - one report at a time.
2. Unlimited monthly – Produce as many as needed within one month of Purchase date. As an example if you have 4 projects you need reports for; and for 4 weeks of the month, that would be 16 reports. At the Per Credit that would have been \$160 so Unlimited monthly would be more economical for you.
3. Unlimited Yearly – Produce as many Certified Payroll Reports as you need within one year of the Purchase date. This is the best economical choice if you are going to be producing reports for a project that is on-going or have several projects going and need to produce reports.

When you click on the Certification navigation tab then choose to "Purchase Credits" you may choose the option best for you. For those that choose Monthly or Annually you will be automatically set up for renewal. You may unsubscribe at any time.

Either Unlimited Monthly or Unlimited Yearly will be set up as automatic renewal. You may unsubscribe at any time.



EDITING CERTIFICATIONS

To edit a payroll that has already been certified go to the **PROJECTS** tab. Payroll records can be added to the certification, deleted from the certification or existing records can be edited. You do have the option to delete the entire CPR, however you will not receive any credit back. It is highly suggested that you only delete if absolutely necessary, such as created under the wrong project name or the incorrect week end date. Anything else is editable and you should just edit the CPR to correct and reprint.

Delete Certification

You are about to delete this certification. Once this is deleted, all records included in this report will also be deleted and you will not receive a credit back. If your credits are at 0, you will have to purchase more credits or a subscription plan to produce another report.

Are you sure that you want to continue?

Yes

No

Select the Projects navigation tab then the sub-tab Certifications and choose the project from the drop down. The screen will then refresh now click **EDIT** next to the week you wish to edit. The more CPR's you have produced the more page numbers you will have.

Projects1. Payroll Records2. Notices3. CertificationReportsSet Up

WELCOME Diamond Concrete Cutting, Inc.

Sign up for No Charge Web Based TrainingBook Now

ProjectsCertifications

Project:

1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

Week End Date	Performing		
11/10/2012	NO	Edit	Report
11/03/2012	YES	Edit	Report
10/27/2012	YES	Edit	Report

Page 1

Page 12

Note - the more payrolls for a project the more pages you will show here.

Choose the Project you need to edit from the drop down, then find the week end date and click Edit.

You may Add, Edit and Delete individual payroll records and reproduce your CPR.

You can **Delete** a payroll record, you can **Edit** a payroll record, and you can **Add Record**. Once this process is complete you will need to recertify.

NOTE: If you have already gone through the process and certified the payroll and need to edit for any reason, anything you do will all be done through the **PROJECTS** tab. From editing, adding, deleting and then recertifying / reproducing, this entire process of editing will all be done through the **PROJECTS** screen.



Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Edit Certified Payroll

Certifications					
Project Name	Week End Date	Status	Certification Sequence	Certified On	
1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)	11/3/2012	Certified	0	12/11/2013	

Certified Records						
Employee Name	Jurisdiction	Craft	Classification	Certification Sequence	Notices?	Add Record
1-CLINTON, AUBREY	Default	ELECTRICIAN	ELECTRICIAN-APPRENTICE	0	No	Edit Delete
1-CLINTON, JADE	Default	ELECTRICIAN	ELECTRICIAN	0	No	Edit Delete
1-DOLL, JOSHUA	Default	ELECTRICIAN-FOREMAN	ELECTRICIAN-FOREMAN	0	No	Edit Delete

You may Add a record, Edit a record or Delete an individual record.

Click on **Edit** to edit the contents of payroll record; click Add Record to add an employee record you may have forgotten or choose Delete to delete a record. Once you have finished with your editing be sure you walk through and recertify to reproduce your CPR report.

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | Set Up

Edit Certified Payroll

Certifications					
Project Name	Week End Date	Status	Certification Sequence	Certified On	
1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)	11/3/2012	Certified	0	12/11/2013	

Certified Records						
Employee Name	Jurisdiction	Craft	Classification	Certification Sequence	Notices?	Add Record
1-CLINTON, AUBREY	Default	ELECTRICIAN	ELECTRICIAN-APPRENTICE	0	No	Edit Delete
1-CLINTON, JADE	Default	ELECTRICIAN	ELECTRICIAN	0	No	Edit Delete
1-DOLL, JOSHUA	Default	ELECTRICIAN-FOREMAN	ELECTRICIAN-FOREMAN	0	No	Edit Delete

Records to be Recertified						
Employee Name	Jurisdiction	Craft	Classification	Action	Notices?	
1-CLINTON, AUBREY	Default	ELECTRICIAN	ELECTRICIAN-APPRENTICE	Delete Record	No	Delete
1-CLINTON, JADE	Default	ELECTRICIAN	ELECTRICIAN	Edit Record	No	Edit Delete
2-JAY, MARTIN	Default	Electrician	Electrician	Add Record	No	Edit Delete

Name of Person Certifying

Title

Get Report

This sample shows what was Certified and then what needs to be Recertified.

<deleting a record
<editing a record
<adding a record

EDIT IN-PROCESS

If you have to leave a Payroll in a partially edited state, when you view your Certifications sub-tab under the **PROJECTS** navigation tab it will highlight the payroll that has NOT been resolved with **Orange**. To pick-up where you left off just select **Edit** (see beginning of Editing Certification).



Projects 1. Payroll Records 2. Notices 3. Certification Reports Set Up

WELCOME Diamond Concrete Cutting, Inc. [Sign up for No Charge Web Based Training](#) [Book Now](#)

Projects Certifications

Project:
1-AUBREY'S SKYSCRAPPER RETROFIT (WH347/DB_CA)

Reminder: You have temporary records to certify. Click on the orange "Edit" button to review the records.

Week End Date	Performing	
11/10/2012	NO	Edit Report
11/03/2012	YES	Edit Report

You have begun the Edit process, however you must complete. Until you have completed the Edit process you will see the **Edit** in Orange. To reproduce an updated edited CPR, you need to completed the **Edit** process and get your new report.

REPORTS

As of this publication there is an Employee List Report (future features to include additional reports). The Employee List Report will help you manage what employees you do have in your LCPcertified system (those you have uploaded or manually entered in the Set Up, Add/Edit Screen. See **SET UP**), and what information you do have in their employee record. This is only ment as a sample and is subject to changes.

Projects 1. Payroll Records 2. Notices 3. Certification Reports Set Up

Employee List Report

If you run this report and notice you have incorrect or missing information you wish to include, simply go back to the **SET UP** navigation tab and choose Add/Edit Employees to edit. (See **SET UP** section of this manual).



Employee List Report

12/12/2013

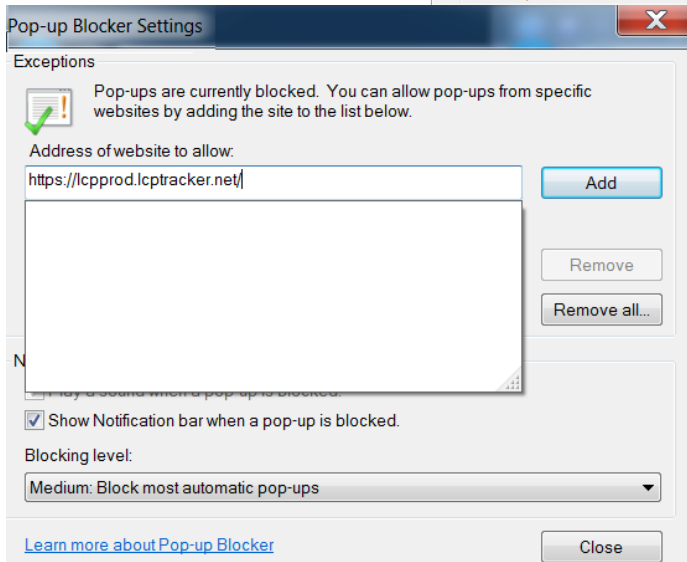
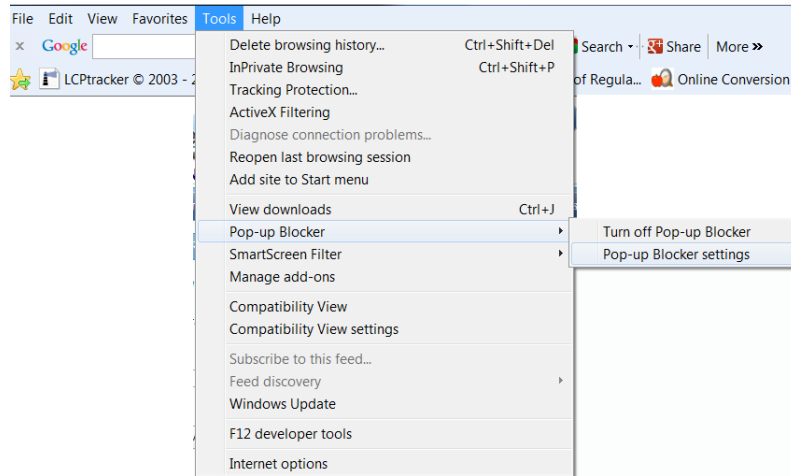
-- All Departments --

Diamond Concrete Cutting, Inc.	1-CLINTON, AUBREY 1841 Barrel Oak Avenue Fullerton, CA 92831	Employee Id: 1024 Phone Number: 714-669-0052 Drivers License: 00011122 NV Gender: Female Ethnicity: AFRICAN AMERICAN Hiring Source: Not Required	Disadvantaged: No Owner/Operator: No I9 Verified: No Section 3 Info: Apprentice Id: Registration Date: Apprentice Approval: No
	1-CLINTON, JADE 1841 Barrel Oak Avenue Fullerton, CA 92831	Employee Id: 0216 Phone Number: 714-669-0052 x129 Drivers License: 00033333 NV Gender: Female Ethnicity: CAUCASIAN Hiring Source:	Disadvantaged: Yes Owner/Operator: No I9 Verified: Yes Section 3 Info: Apprentice Id: Registration Date: Apprentice Approval: No
	1-DOLL, JOSHUA 5729 Main Street Fullerton, CA 92831	Employee Id: Phone Number: Drivers License: Gender: Male Ethnicity: CAUCASIAN Hiring Source:	Disadvantaged: No Owner/Operator: No I9 Verified: No Section 3 Info: Apprentice Id: Registration Date: Apprentice Approval: No

NOTICES AND OTHER PROBLEMS

Depending on your Internet settings, the reports may open in the same browser window so click the back arrow button on your internet browser to enter back into your database or they may 'pop-up' in a new window which can then be closed or minimized to return to your LCPcertified window.

For those that 'pop-up' if your pop-up blocker is on, you will need to add <https://lcpprod.lcptracker.net> to your safe/exceptions list.





NOTICES /WARNINGS

A **Notice** or **Warning** is a problem that the LCPcertified program found that should be corrected before you produce your Certified Payroll Report.

Below is a list of the checks (Validations) and a brief explanation what each validation does.

VAL_1a. Validates Basic Hourly Rate entered in blue field exists - This validation checks that the contractor has actually entered a number in this field. *Default Yes.*

The stated "Hourly rate of pay" (blue field) must have a value. VAL_1a

VAL_1b. Validates Basic Hourly Rate entered in blue field is sufficient - This validation checks the declared basic hourly rate of pay is greater than or equal to the prevailing wage rate. *Default Yes for California State and No for Davis-Bacon.*

The stated basic hourly rate entered in the "Hourly Rate of Pay" (blue) field is less than \$30.000 the wage determination for this craft. VAL_1b. Correction Tip: Enter in the "Hourly Rate of Pay" field the basic hourly rate for the employee's classification. Check for rounding errors when the difference is less than a penny.

VAL_2a. Validates Overtime Hourly Rate entered in blue field exists – This validation checks that he declared hourly overtime (OT) rate of pay exist if OT hours are worked. *Default Yes.*

The stated "Hourly overtime rate (blue field) must have a value if overtime is worked. VAL_2a.

VAL_2b. Validates Overtime Hourly Rate entered in blue field is sufficient – This validation checks that the declared hourly overtime (OT) rate of pay is greater than or equal to the OT prevailing wage. *Default Yes.*

The Overtime Rate entered in the Hourly Overtime Rate (blue) field is less than \$##.## the wage determination for this craft. VAL_2b Correction Tip: The value entered in this field should be at least 1 1/2 times the basic hourly rate. Check for rounding errors when the difference is less than a penny.

VAL_2c. Validates the Total Overtime Hourly Rate entered is sufficient – This validation checks that the declared total hourly overtime (OT) rate of pay exist if OT hours are worked (OT hourly + Fringes). *Default Yes.*

The overtime rate paid (\$##.##) is less than \$##.## the wage determination for this craft. VAL_2c

VAL_3a. Validates Double Time Hourly Rate entered in blue field exists – This validation checks that he declared double time hourly overtime (DT) rate of pay exist if DT hours are worked. *Default Yes*

Double time was worked; please enter double time wage rate in the blue Double OT field at the top of the form. VAL_3a

VAL_3b. Validates Double Time Rate entered in blue field sufficient – This validation checks that he declared hourly double time (DT) rate of pay is greater than or equal to the DT prevailing wage. *Default Yes*

The doubletime rate entered in the Hourly Doubletime Rate (blue) field is less than \$##.## the wage determination for this craft. VAL_3b Correction Tip: The value entered in this field should be at least 2 times the basic hourly rate. Check for rounding errors when the difference is less than a penny.



VAL_3c. Validates the Total Double Time Hourly Rate entered is sufficient – This validation checks that the declared total hourly double time (DT) rate of pay exist if DT hours are worked (DT hourly + Fringes). *Default Yes*

The Doubletime Rate paid (\$##.##) is less than \$##.## the wage determination for this craft. VAL_3c

VAL_4. Validates Training Contributions – This validation checks the amount of training funds contributed against the current training rates published. *Default Yes for California State otherwise set at No.*

The value entered in the "Training" field above does not match the training contribution determined for this classification. VAL_4. Correction Tip: The value entered in the training field contribution field should be \$##.## times the total number of hours worked. Check for rounding errors when the difference is less than a penny.

VAL_5. Validates Total Hourly Rate (basic plus fringes) – This validation checks that the Total Hourly Rate (THR) is actually paid by dividing the amount paid plus the fringe benefits paid by the hours worked. The equation takes into account OT and DT hours worked and fringe benefits paid or contributed. *Default Yes.*

The Total Hourly Rate paid (\$##.##) is less than \$##.## the wage determination for this craft. VAL_5

VAL_6. Validates Basic Hourly Rate – This validation checks that the BHR is actually paid by dividing the amount paid by the hours worked. The equation takes into account OT and DT hours worked and fringe benefits paid or contributed. *Default Yes for California State and No for Davis Bacon.*

The Basic Hourly Rate paid (\$##.##) is less than \$##.## the wage determination for this craft. VAL_6. Please review the setting of the Voluntary Contributions Included in Gross Emp. Pay check box.

VAL_7. Validates Gross Pay All Projects has a value – This validation checks that the gross pay all projects amount has been entered. *Default Yes.*

The "Gross Pay All Projects" field must have a value. VAL_7

VAL_8. Validates Paycheck Amount has a value – This validation checks that paycheck field has a value. Zero is acceptable, Null is not. *Default Yes.*

The "Paycheck Amount" field must have a value. VAL_8

VAL_9. Validates Employee Net Pay – This validation checks that the Paycheck Amount (Net pay) is equal to Gross Pay All Projects minus Total Deductions plus travel/subsistence (if any) equals the paycheck amount entered. *Default Yes.*

The "Paycheck Amount" should be equal to the result of the following calculation: the value in "Gross Pay All Projects", plus the value in "Trav/Subs", minus the value in "Total Deductions". VAL_9

VAL_10. Validates Minimum Wage

This validation checks that the Total Hourly Rate (THR) is at least the minimum wage. *Default Yes.*

The hourly rate paid (\$##.##) is less than the minimum wage (\$##.##). VAL_10



VAL_11a. Validates Standard Hours Worked per day on one record.

This validation checks that the sum of all standard hours per day for one record is greater than the amount specified in the prevailing wage list. If this condition is true, a notice is created. Both Validation VAL_11a and VAL_11b are comparing actual hours worked against standard work hours as specified in the Prevailing Wage data for VAL_11a and 8 hours for VAL_11b. If you require overtime based on the time worked per day, then the *Default Yes*.

Regular time hours cannot be more than 8 per day. VAL_11a.

VAL_11b. Validates Sum of all Standard Hours Worked per day across all records entered.

This validation checks that the sum of all standard hours worked per day for all craft/classification records submitted and **for all projects submitted** is greater than 8 hours if it is it will create a notice message. A message like the one below will appear showing the other records that are link to the current one which together are creating the Notice. *Default Yes for California State and no for Davis-Bacon*

The sum of all standard hours worked by an employee (Slips employee name in here) should be less than or equal to 8.0000 hours. VAL_11b.

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Linked Pay Records by Check Number
NOTICE	OREGON	The sum of all standard hours worked by an employee CLINTON, JADE should be less than or equal to 8.0000 hours VAL_11b.	1234

VAL_12b. Validates work any day more than Standard hours and no 2x OT hours *Default Yes*

Cannot work more than ###.## hours any day and not work double time hours (State Law). VAL_12 (or VAL_12b)

VAL_13. Validates Gross Pay this Project

This validation checks that the Stated Hours times the Stated Rate equals Gross Pay This Project. (Overtime is also included in calculation). *Checking: "Voluntary Contributions Included in Gross Emp. Pay" affects this validation. Basically if checked, voluntary contribution pension and medical are set to zero for validation purposes since the value for those variables is included in gross employee pay. Default Yes.*

The hours worked times the wage rates stated in the blue fields (\$##.##) does not match the "Gross Employee Pay This Project + Voluntary Medical and Voluntary Pension" amount (\$###.##). (If Voluntary Contributions are in Gross Employee Pay they are not double counted) VAL_13. Please review the setting of the Voluntary Contributions Included in Gross Emp Pay check box.

VAL_14. Validate if Saturday Hours Worked and no OT hours reported

This validation rule checks for OT on Saturday. This is regardless if the employee has worked a 40-hour week or not. *Default Yes.*

Warning: Hours worked on Saturday that are not overtime. VAL_14.

VAL_16. Validate if Sunday hours worked and no OT hours reported.

This validation checks for OT on Sunday. This is regardless if the employee has worked a 40-hour week or not. *Default Yes.*

Warning: Hours worked on Sunday that are not overtime. VAL_16.



VAL_17. Validates Gross Pay All Projects is larger than Gross Pay This Project.

This validation checks if the All Projects amounts is great to or equal to the This Project amount. *Default Yes*

The value entered in the field "Gross Pay All Projects" should be greater or equal to the value entered in the field "Gross Pay + Wages Paid in Lieu of Fringes". VAL_17.

VAL_18. Checks that an Employee Standard Time is <=40 hours.

This validation checks that the sum of all standard hours worked for all classifications and if OT has not been paid after working 40 hours in one week. A message like the one below will appear showing the other records that are linked to the current one which together are creating the Notice. *Default Yes.*

Cannot work more than 40.000 Regular hours per week. Check that overtime/double-time hours are posted in the proper row, not combined and entered in regular row. VAL_18.

Cannot work more than 40.000 Regular hours per week. Check that overtime/double-time hours are posted in the proper row, not combined and entered in regular row. VAL_18.

Type	Jurisdiction	Notice(s) / Warning(s) for this record	Linked Pay Records by Check
NOTICE	AA - MASTER NAME LIST	Cannot work more than 40.0000 Regular hours per week. Check that overtime/double-time hours are posted in the proper row, not combined and entered in regular row. VAL_18	0216

VAL_19a. Checks that the overtime pay rate stated is greater than (=>) 1.5*basic hourly rate if 1.5 OT is worked.

This validation checks that the value entered in the ot hourly field is at least 1.5* the value in the hourly rate of pay field if overtime is worked. *Default Yes.*

The state "Hourly overtime rate" must be at least 1.5 times the stated "Hourly rate of pay" if overtime is worked. VAL_19a.

VAL_20a. Checks that the double time pay rate stated is greater than (=>) 2.0*basic hourly rate if 2.0OT is worked.

This validation checks that the value entered in the double time hourly field is at least 2.0* the value in the hourly rate of pay field if double time is worked. *Default Yes.*

The state "Hourly double time rate" must be at least 2.0 times the stated "Hourly rate of pay" if double time is worked. VAL_20a.

VAL_23. Checks that the Total Hourly Rate in the database is sufficient.

This validation is another check to make sure that the THR (Total Hourly Rate) has been met to what is in the California State Rates, or the Wage Rates you entered in the Set Up. This validation does not have the same complexity in checks that the other Total Hourly Rate (VAL_5) contains. One example being that it does not take into account Voluntary Contributions. All of the fields in the Fringe section are added together and then the total is divided by the number of hours worked. The resulting number is then added to the number in the field for the BHR (Basic Hourly Rate) and that final number is what the system uses as the THR. *Default Yes.*

The Total Hourly Rate (Basic Hourly Rate plus rate of fringes paid). ##.## is less than the prevailing wage rate ##.##. VAL_23



VAL_24. Checks that the Sunday hours worked are at double time.

This validation checks for double time paid on Sunday. This is regardless of employee has worked a 40 hour work week or not. *Default Yes.*

Sunday hours worked should be double time. VAL_24.

VAL_25. Checks that the Total Deductions equal the sum of the deductions entered.

This validation is a simple math check, which now is aided by auto-calculation of deductions by LCPtracker. Default Yes.

Total Deductions does not equal the sum of deduction values entered. VAL_25

IMPORTANT NOTE: VAL_26 and 26b are **exclusively for accounts within the state of California** or accounts using combined **Davis Bacon /California Rates**.

VAL_26. Sets apprentice “No Determination Found” as a Notice or Warning

This validation will check that the Apprentice classification chosen by the contractor for their employee exists in the system. *Default Yes.*

The apprentice you entered is not currently in our database. LCPtracker Data Wage staff has been automatically notified and we will enter the apprentice data as quickly as possible. Gathering and entering the data may only be 1 or 2 days or can take as long as 4 to 6 weeks depending on how fast the Division of Apprenticeship Standards (DAS) takes to provide the apprentice wage data. If you have the DAS rate sheet for our apprentice please forward this to LCPtracker (fax 562-684-0145, Attn: Apprentice Date). Sorry for any inconvenience this may have caused you. IF THIS MESSAGE SHOWS AS A WARNING, YOU CAN CONTINUED TO SUBMIT YOUR CERTIFIED PAYROLL. THE WARNING WILL NOT STOP YOU FROM SUBMITTING THE CERTIFICATION. IF THE MESSAGE SHOWS AS A NOTICE, YOU NEED TO WAIT UNTIL THE DATA IS ENTERED BY LCPtracker. VAL_26

VAL_26b. Sets Journeyman “No Determination Found” as a Notice or Warning

This validation will check that Journeyman classification chosen by the contractor for their employee exists in the system. *Default Yes.*

The Journeyman determination needed to validate this record was not found. LCPtracker Support has been notified the rates will be entered/updated within 48 hours. Sorry for any inconvenience this may have caused you. VAL_26

VAL_30. Checks that there are ‘Other Deduction’ notes when a value is entered in the ‘Other Deductions’ field.

This validation will require explanation as to what the ‘Other Deductions’ are on the payroll records. Anything entered into this note field are included in the notes on the Statement of Certification/Compliance (SOC) part of the CPR and also appear as part of the employee record in the Certified Payroll Report (CPR). *Default Yes.*

There are other deductions entered but no notes describing them. VAL_30 Correction Tip: Enter notes in the “Other Deduction Notes” field.



Data Integrity Rules Validations 31 through 40 are put in place mainly to help those that uploaded from producing CPR's without proper information in place. Due to simplicity of we will not show what the notice/warning states.

VAL_31. Checks that craft and classifications are not equal to "Not Available".

This function will force contractors to resolve upload error issues. Typically they have not set up craft match function for data uploads. *Default Yes.*

VAL_32. Checks that employee's first name has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default Yes.*

VAL_33. Checks that the employee's last name has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default Yes.*

VAL_34. Checks that employee's street address has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default Yes.*

VAL_35. Checks that employee's city has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default Yes.*

VAL_36. Checks that employee's state has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default Yes.*

VAL_37. Checks that employee's ZIP code has been entered.

This is a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default Yes.*

VAL_40. Checks that employee date hired has been entered.

This may be a required field for manual entry and the validation will check for any employees created by upload that may not have this value. *Default – Off, Recommended setting is Yes/Notice/Enforce, especially if you have turned on*

VAL_44. Checks that SSN is not entered and in the proper format (###-##-####).

This validation requires that the entire SSN must be entered for each employee. This is required for manual entry and the validation will check for any employees created by upload that may not have this value. *Default Yes.*

The employee SSN field cannot be blank. It also has to be entered in the right format. VAL_44.



VAL_53. Checks that Craft/Classification is craft-matched.

This is a setting that should be turned on for certain dual-funded projects. ***Your Project Manager with LCPtracker can assist you in determining if this setting applies to your account. Default Yes.***

VAL_54. Checks that Craft/Classification are entered.

This Validation is ***for LCPcertified only*** as of this publication. *Default Yes.*

VAL_56. Checks that amount in the Wages Paid in Lieu of Fringes field is equal to the value in the Rate in lieu multiplied by hours entered on the payroll record. Default Yes.

The total hours worked times the Rate in Lieu of Fringes \$###.## is not equal to the Wages Paid in Lieu of Fringes \$###.##. VAL_56

TROUBLESHOOTING NOTICES

This section provides some direction on how to figure out what the problem is that is causing the notice/warning. This section does not present all possibilities only some of the major problems.

NOTICE/WARNINGS

These are just a few examples of the notices/warnings you may receive from the system and how to clear them.

VAL_1a, VAL_2a and VAL_3a – 1a refers to the Basic Hourly Rate; 2a is the Hourly Overtime Rate; and 3a is the Hourly Double Time Rate. These 3 fields are located on the top portion of each payroll record you upload/enter and if there are hours reported and no dollar values in the blue fields you will receive a notice. Correction procedure, edit record and add the proper values and Save.

VAL_7 Checks that the Gross Pay ALL Projects has a dollar value. Normally the employee Gross pay for the week regardless of where they worked. Correction procedure, edit the record and enter the dollar value of the Gross Pay for All Project worked that week.

VAL_8 Checks that the Paycheck amount has a dollar value. The net pay that the employee is taking home. Correction procedure, edit the record and enter the dollar value of the Paycheck (net pay).

VAL_9 Mathematical Check that the Gross Pay All Project field subtract the Total Deductions field plus Trav/Subs (if applicable) equal the Paycheck amount. Correction procedure, edit the record and be sure that the correct dollars values are in these fields.

VAL_13 Mathematical Check that the Gross Employee Pay This Project is equal to the Hourly Rate fields multiplied by the corresponding hours. Correction procedure (Regular hours x Hourly rate) + (overtime hours x hourly overtime rate, if applicable) + (double time hours x hourly double time rate, if applicable).

VAL_17 is a simple check that the Gross Employee Pay this Project is lesser than the Gross Pay All Projects. Correction procedure be sure you have not exchange these two values.



VAL_34 is a simple check that the employee's street address has been entered in the employee setup screen, if this information is missing you will need to go back to Set Up and Add/Edit your employee and enter missing information and save. Then edit and resave the payroll record would clear issue.

COMMON PROBLEMS

Unable to Upload or manually enter Payroll Records – did you enter your project into the LCPcertified system? See **PROJECTS** section of this manual for instructions on how to do so.

Letters are on top of date entry boxes and/or the screen does not look neat

Generally this means that

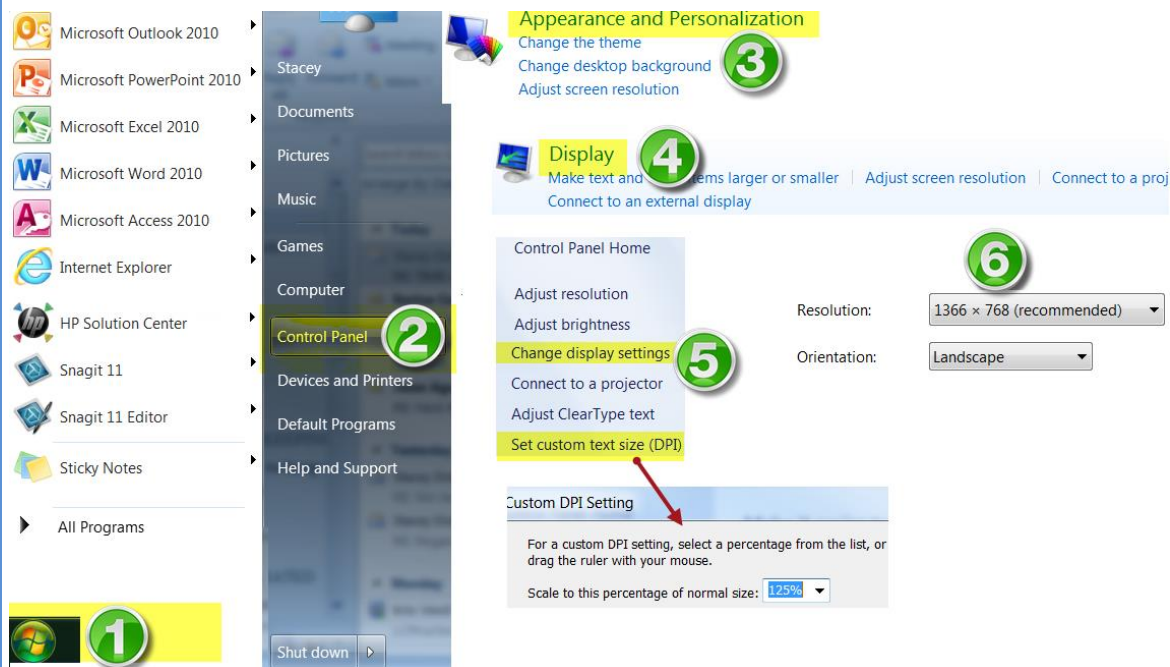
one – the wrong internet browser is being used; or

two – the PC display settings are incorrect; or three – an Internet Explorer setting is incorrect.

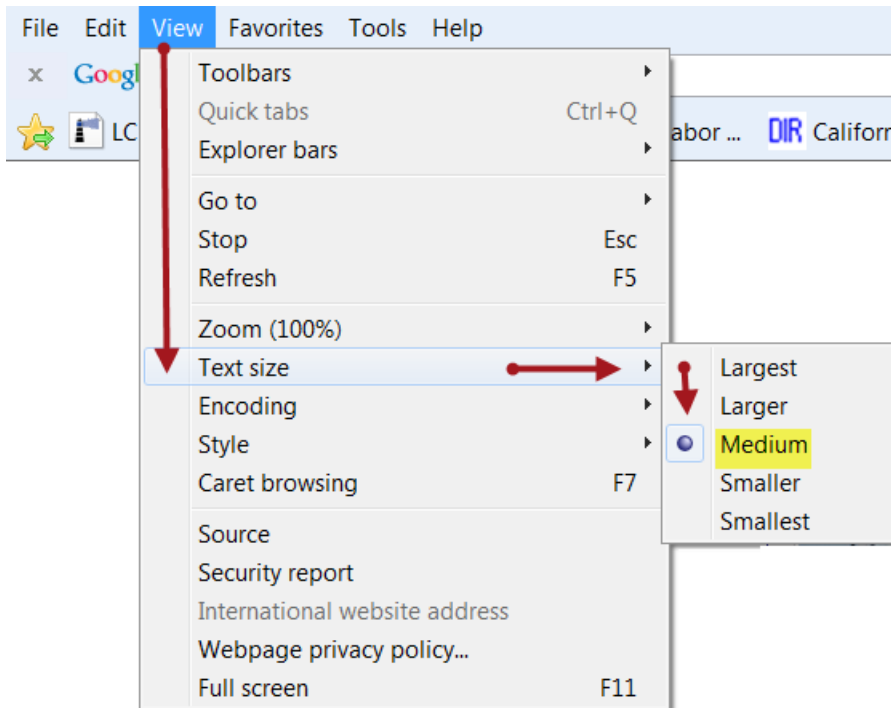
LCPcertified tests all screens using the Microsoft Internet Explorer Browser. We make an effort for the application to work on other browsers but do not guarantee it. PC display settings should be set for screen resolution of 1024 x 768 or better and the DPI Setting should set at Normal Size (96 dpi).

NOTE: Depending on the operating system and internet browser being used these instructions may differ.

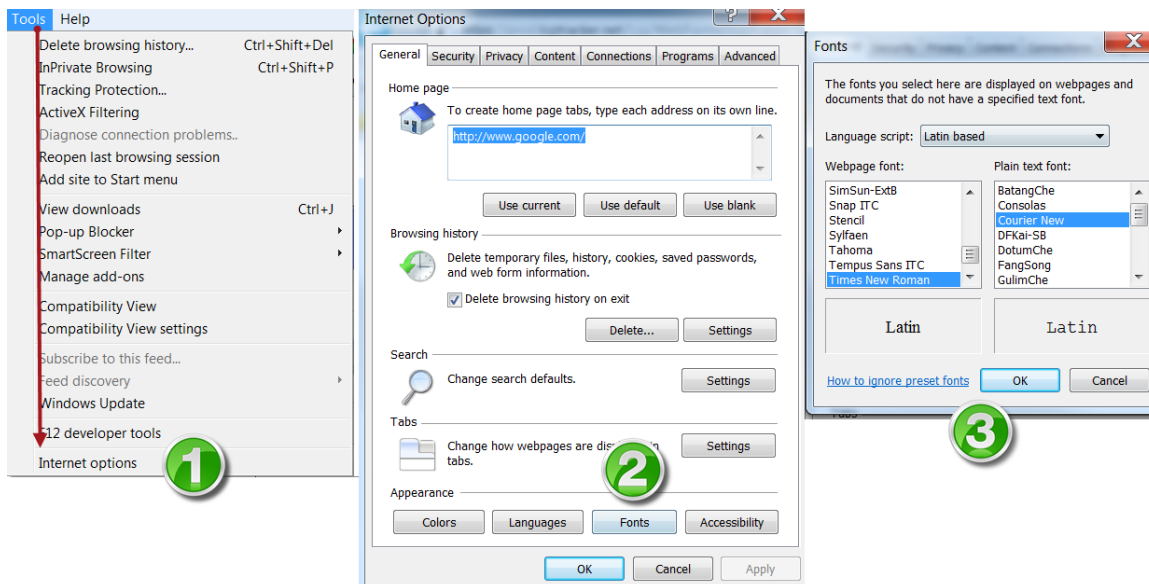
PC - Go to Startup / Choose Control Panel / Then Appearance and Personalization / Change display settings and be sure resolution is set at 1024 x 768 or better. Also after you get to Display you will also want to go to Set Customer text size (DPI) and be sure either says Normal Size (96 dpi) or 125%.



In Internet Explorer, go to View, choose Text Size and make sure set on Medium.



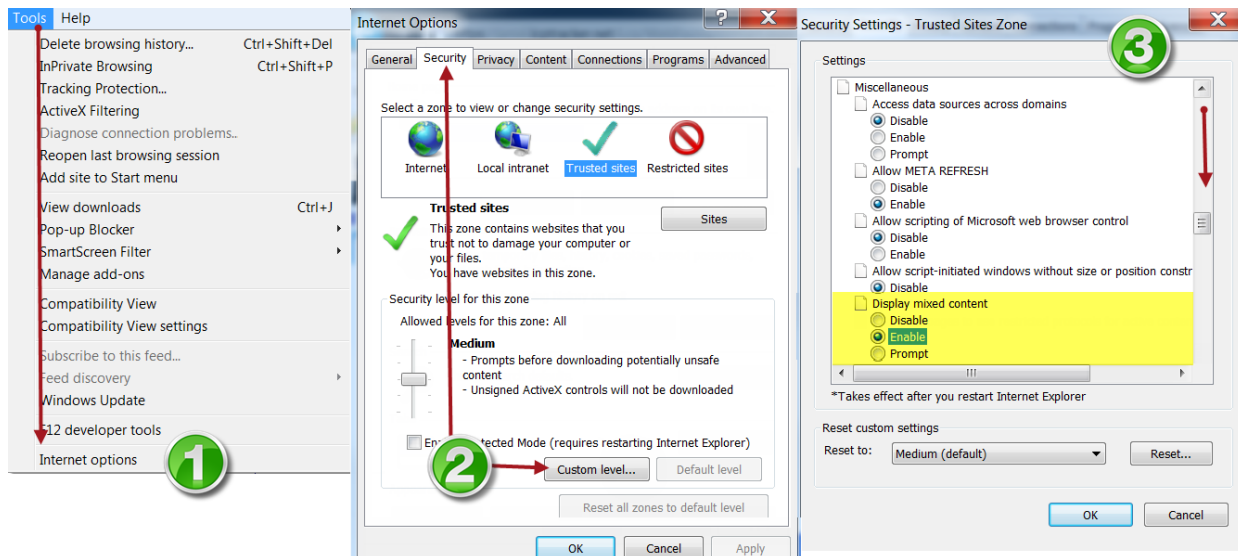
Also go to Tools, choose Internet Options and select the Fonts button. Set font to “Times New Roman”.



Cannot see reports

To view PDF documents in your browser, you need to have the latest version of Adobe® Acrobat® Reader. You can download it from Adobe's website <http://get.adobe.com/reader/>

You may also need to 'allow mixed content'. To do this go to your Tools on your Internet Browser, choose Internet Options then go to the Security tab and click on Custom Level. You will then scroll to the display mixed content in the miscellaneous section and enable, click ok and ok again to save all and back out.



SECURITY AND BACK-UP PROCEDURES

The following security elements are in place for LCPcertified.

- Login with limited tries to prevent automated attempts to break into LCPcertified;
- SSL communication security, data is encrypted to and from all computers while using LCPcertified;
- Hardware firewall;
- Database computer isolated from LCPcertified WEB application computer;
- Database security set to maximum;
- Uninterrupted power supply; and
- Operating systems maintained to current security patch levels.

The following Back-up procedures are in place for LCPcertified

- Daily on-site backup on another hard disk for fast recovery;
- Daily off-site backup all data;
- Weekly backup all data and all LCPcertified application;
- Daily backups are retained for one month; and
- Monthly backups are retained for one year.